

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON APRIL 26, 2016
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Caryn Janiga
Louis Karubas
Paul Taylor
Allan Zlatarich

BOARD MEMBERS ABSENT:

Albertine Dent
Anne Herbert

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Mary Schons, Head of Information Services
Cornell White, Administrative Services
Megan Crisp, Youth Services

The meeting was called to order at 5:30 p.m.

NOTICE OF THE MEETING

The Secretary, Paul Taylor certified:

THAT notice of the meeting was given by mailing on April 19, 2016 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from April 19 – 26, 2016.

PUBLIC EXPRESSION

Mr. Taylor then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Schons invited everyone out to attend the upcoming Master Gardeners Program in the Community Room.

Mr. Taylor then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the March 29, 2016 Regular Board Meeting and March 29, 2016 Executive Session were considered.

Mr. Taylor then made the motion:

THAT the minutes of the March 29, 2016 Regular Board Meeting and March 29, 2016 Executive Session be approved as circulated.

Seconded by: Ms. Janiga

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #244 through #325 be approved for payment.

Mr. Karubas inquired on claim #264, a payment to Ice Miller in the amount of \$2069.95. Mr. White explained Ice Miller is a consulting firm which handles the preparation and filing of the Library's tax anticipation warrants.

Mr. Zlatarich inquired on claim #249 to Patten Industries in the amount of \$447.00. Mr. White explained the payment to Patten Industries is for a maintenance agreement on the Library's generator which includes routine inspections to ensure the generator is working properly.

Mr. Taylor then made the motion:

THAT claims #244 through #325 be approved for payment.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2016.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

MEETINGS AND CONFERENCES

Mrs. Greenleaf recommended attendance at the following conference:

René L Greenleaf, Whitney Chapman, and Cornell White, Internal Controls Seminar 2nd Session, Jasper County Public Library, May 11th

Mr. Taylor then made the motion:

THAT the board approve the attendance at the Internal Controls Seminar at Jasper County Public Library on May 11, 2016.

Seconded by: Ms. Janiga

Action: Unanimously carried

MEMORANDUM OF UNDERSTANDING

Mrs. Greenleaf recommended the board approve the Memorandum of Understanding as presented. The MOU is an addendum to the contract which allows a probationary staff member the opportunity to apply for open positions. If hired the staff member would not be able to apply for any other openings in the Library until the staff member is off probation.

Mr. Taylor then made the motion:

THAT the board approve the Memorandum of Understanding on Section 5.1 Probationary Period.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

BOARD RETREAT

The Board Retreat will be in the Chicago Board Room at the Courtyard Marriott on May 24, 2016 from 9:00 a.m. – 1:00 p.m. Breakfast and lunch will be served.

BOARD POLICY/SERIES 1000

Mrs. Greenleaf presented revised BP/Series 1000 for the board review. A Purpose and Authority Statement and Nepotism Policy were inserted into Series 1000. This is the first reading.

The board discussed waiving the first reading and adopting BP/Series 1000 as presented. Ms. Odom requested the words “shall rotate among” be removed from BP 1003 Regular Meetings of the Board.

Mr. Taylor then made the motion:

THAT the board suspend the rules and add Board Policy/Series 1000 as Action Item #5.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Taylor then made the motion:

THAT the board waive the first reading and adopt Board Policy/Series 1000 including the correction.

Seconded by: Ms. Janiga

Action: Unanimously carried

BP 4001 EMPLOYMENT OF RELATIVES

Mrs. Greenleaf explained the change of venue of BP 4001 Employment of Relatives. BP 4001 has been renamed Nepotism and was moved to BP 1002.1.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Taylor

Action: Unanimously carried

There was no one present who wished to speak.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

CALENDAR

May 24, 2016, Board Retreat, Courtyard Marriott, Chicago Board Room, 9:00 a.m.

May 31, 2016, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

May 31, 2016, Executive Session, Harriet M. Schlesinger Board Room, immediately following regular board meeting.

ADJOURNMENT

Ms. Janiga then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 5:45 p.m.

President

Secretary