

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON AUGUST 30, 2016
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Albertine Dent
Caryn Janiga
Louis Karubas
Paul Taylor
Allan Zlatarich

BOARD MEMBERS ABSENT:

Anne Herbert

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Dan Deering, Head of Maintenance Services
Cornell White, Administrative Services
Don Piccirilli, Daikin Applied
Janet Venecz, Council-at-Large
Debbie Griffith, Hammond resident

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 August 23, 2016 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from August 23 – 30, 2016.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Taylor

Action: Unanimously carried

Mrs. Greenleaf urged the board to attend the Hispanic program on September 26th at 6:00 p.m. and handed out posters for the board to hang up.

Mrs. Greenleaf reported that the Library is working very diligently on retrofitting our lighting fixtures. The board room will be retrofitted to LED lighting in the next couple of weeks.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

APPROVAL OF MINUTES

The minutes of the July 26, 2016 Regular Board Meeting were considered.

Mr. Taylor then made the motion:

THAT the minutes of the July 26, 2016 Regular Board Meeting be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #576 through #652 be approved for payment.

Mr. Taylor then made the motion:

THAT claims #576 through #652 be approved for payment.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

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

Mr. Taylor then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Janiga

Action: Unanimously carried

MEETINGS AND CONFERENCES

Mrs. Greenleaf recommended her attendance at the ADOLPLI Meeting in Lafayette on October 27th & 28th.

Ms. Janiga then made the motion:

THAT René L. Greenleaf attend the ADOLPLI Meeting in Lafayette, IN on October 27th and 28th.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

BP 1301 CONFLICT OF INTEREST POLICY

Mrs. Greenleaf recommended Board Policy 1301 Conflict of Interest for approval. This is the second reading.

Ms. Janiga then made the motion:

THAT the board approve BP 1301 Conflict of Interest Policy as presented.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

BP 1303 CONFLICT OF INTEREST AND ETHICS STATEMENT OF AGREEMENT

Mrs. Greenleaf recommended Board Policy 1303 Conflict of Interest and Ethics Statement of Agreement for approval. This is the second reading.

Ms. Janiga then made the motion:

THAT the board approve BP 1303 Conflict of Interest and Ethics as presented.

Seconded by: Mr. Taylor

Action: Unanimously carried

APPROVAL OF THE 2017 BUDGET FOR PUBLICATION

Mrs. Greenleaf recommended the 2017 Operating Budget of \$3,295,160; the 2017 Lease Rental Budget of \$1,106,000; and the 2017 Rainy Day Budget of \$100,000 be advertised as presented.

Ms. Janiga then made the motion:

THAT the board approve the advertisement of the 2017 Operating Budget of \$3,295,160; the 2017 Lease Rental Budget of \$1,106,000; and the 2017 Rainy Day Budget of \$100,000 as presented.

Seconded by: Mr. Taylor

Action: Unanimously carried

DAIKIN PRESENTATION

Don Piccirilli, with Daikin Applied, went over possibilities for the replacement of the boiler system. The Library's boilers are leaking, inefficient, and outdated. The cost for a new boiler system and chiller is \$535,000.

Mrs. Greenleaf reported the Library would have to request an additional appropriation for this expenditure. There was a brief discussion between board members on whether to go before the Common Council to request an additional appropriation.

Mr. Taylor then made the motion:

THAT the rules be suspended to include Additional Appropriation as an Action Item.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Taylor then made the motion:

THAT the Library go before the Common Council to request an additional appropriation for the replacement of the boiler and chiller system.

Seconded by: Ms. Janiga

Mr. Taylor then made the motion:

THAT the rules be **reinstated** and continue with Discussion Items.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

RECEIPT LISTING REPORT

Mrs. Greenleaf informed the board that beginning in September a Receipt Listing Report will be included with their list of financial reports for better transparency.

BP 3000 FISCAL POLICY

Board Policy 3000 Fiscal Policy was revised and presented to the board for its first reading. It will be presented again in September for approval if there are no revisions from the board.

NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel matters:

New Hire

Thomas Speelman, 2-1, Youth Services Page, 8/22/16

Transfer

Brianna Bone, 7-1, Senior Information Services librarian, transferred to the Technical Services Department, 6-4, Technical Services Librarian (Trainer/Cataloger), effective 09/06/16.

PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

There was no one present who wished to speak.

Mr. Taylor then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

CALENDAR

September 27, 2016, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Mr. Taylor then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 6:30 p.m.

President

Secretary