

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON TUESDAY, DECEMBER 13, 2016
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom – President

BOARD MEMBERS PRESENT:

Allan Zlatarich
Paul Taylor
Caryn Janiga
Albertine Dent
Louis Karubas
Anne Herbert

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Cornell White, Administrative Services
Sylvia Pratt, President, Friends of the HPL

The meeting was called to order at 5:00 p.m.

NOTICE OF THE MEETING

The Secretary, Paul Taylor, certified:

THAT notice of the meeting was given by mailing on December 6, 2016 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from December 6 – 13, 2016.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Pratt, Friends of the Library, submitted a request for the renaming of the adjacent study room next to the James Bell Room.

Mrs. Greenleaf informed the board the Request is an action item on the agenda.

Mr. Zlatarich then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The minutes of the November 29, 2016 Regular Board Meeting and Executive Session were presented.

Ms. Janiga then made the motion:

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

Seconded by: Mr. Zlatarich

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #885 through #927 be approved for payment.

Ms. Janiga then made the motion:

THAT claims #885 through #927 be approved for payment.

Seconded by: Ms. Herbert

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: Ms. Herbert

Action: Unanimously carried

Mrs. Greenleaf recommended the board approve the 2017 Personal Services Budget.

Ms. Herbert then made the motion:

THAT the Board approve the 2017 Personal Services Budget.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mrs. Greenleaf presented a Resolution (Exhibit A) to extend the 2016 Lease Rental line of credit with First Midwest Bank.

Ms. Janiga then made the motion:

THAT the Board approve Resolution (Exhibit A) to extend the 2016 line of credit for the Lease Rental Fund.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

BP 3115 MATERIALITY POLICY

Mrs. Greenleaf presented BP 3115 Materiality Policy for a second reading and approval.

Ms. Janiga then made the motion:

THAT the board approve BP 3115 Materiality Policy as presented.

Seconded by: Ms. Dent

Action: Unanimously carried

BOARD OF FINANCE OVERSIGHT BODY FOR INTERNAL CONTROLS

Mrs. Greenleaf presented BP 3111 Board of Finance Oversight Body for Internal Controls for a second reading and approval.

Ms. Janiga then made the motion:

THAT the board approve BP 3111 Board of Finance Oversight Body for Internal Controls as presented.

Seconded by: Ms. Dent

Action: Unanimously carried

2017 STAFF MEETING DATES

Mrs. Greenleaf recommended the board approve the closing of the Library on March 14, 2017 and October 10, 2017 for in-service training.

Ms. Janiga then made the motion:

THAT the Library close on March 14, 2017 and October 10, 2017 for in-service training.

Seconded by: Ms. Dent

Action: Unanimously carried

BOOK AUCTION

Mrs. Greenleaf presented a list of valuable books currently in the historical room. The books can be sold through a third party vendor with the proceeds going towards a 501c3 of the board's choice.

After a brief discussion the board agreed the proceeds from the auction should go to the Foundation.

Ms. Janiga then made the motion:

THAT the Library auction off the valuable books and the proceeds from the sale be given to the Foundation.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

DONOR NAMING OPPORTUNITIES

Mrs. Greenleaf presented BP 5311 Donor Naming Opportunities which outlines the steps necessary to rename a room or department. Mrs. Greenleaf requested the first reading be waived and the policy be approved as presented.

Ms. Janiga then made the motion:

THAT the first reading be waived and BP 5311 Donor Naming Opportunities be approved as presented.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

RENAMING OF STUDY ROOM REQUEST

Mrs. Greenleaf submitted a request from the Friends for the renaming of a study room in memory of David Bell.

Ms. Janiga then made the motion:

THAT a study room be named in memory of David Bell.

Seconded by: Ms. Herbert

Action: Unanimously carried

HOLIDAY BONUSES

The board would like to award all staff including security with a holiday bonus in the amount of \$150.

Ms. Janiga then made the motion:

THAT holiday bonuses be distributed to staff including security in the amount of \$150.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

ELECTION OF OFFICERS FOR 2017

Mrs. Greenleaf recommended the board elect officers for the 2017 year. A list of officers dating back to 2012 was provided.

There was a brief discussion on nominations.

Mr. Taylor then made the motion:

THAT Carol Odom be nominated for President of the Hammond Public Library Board of Trustees for 2017.

There were no other nominations.

Seconded by: Ms. Herbert

Action: Unanimously carried

Ms. Odom then made the motion:

THAT Allan Zlatarich be nominated for Vice President of the Hammond Public Library Board of Trustees for 2017.

There were no other nominations.

Seconded by: Mr. Taylor

Action: Unanimously carried

Mr. Taylor then made the motion:

THAT Anne Herbert be nominated for Secretary of the Hammond Public Library Board of Trustees for 2017.

There were no other nominations.

Seconded by: Ms. Janiga

Action: Unanimously carried

Ms. Dent then made the motion:

THAT Caryn Janiga be nominated for Treasurer of the Hammond Public Library Board of Trustees for 2017.

Seconded by: Mr. Taylor

Action: Unanimously carried

BOARD OF FINANCE

Mrs. Greenleaf recommended the board elect the Board of Finance for the upcoming year.

Ms. Herbert then made the motion:

THAT the 2017 Board of Finance will consist of Caryn Janiga, Paul Taylor, and Albertine Dent.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

PUBLIC EXPRESSION

Mr. Zlatarich then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Taylor

Action: Unanimously carried

Mrs. Greenleaf reported on the SBOA auditing the Library's financial statements from 2011 – 2015 beginning December 19th.

Mr. Zlatarich then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

CALENDAR

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

January 31, 2016, Executive Director's Evaluation, 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 5:30 p.m.

President

Secretary