

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON TUESDAY, DECEMBER 15, 2015
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor – President

BOARD MEMBERS PRESENT:

Albertine Dent
Carol Odom
Caryn Janiga
Louis Karubas
Allan Zlatarich

BOARD MEMBERS ABSENT:

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
Peter Avergun, Maintenance Services
Jason Scott, Local 1448 President

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

NOTICE OF THE MEETING

The Secretary, Allan Zlatarich, certified:

THAT notice of the meeting was given by mailing on December 8, 2015 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from December 8 – 15, 2015.

PUBLIC EXPRESSION

Ms. Odom then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Schons thanked the board for approving Christmas bonuses. It was greatly appreciated.

Mr. Avergun, Maintenance Services, introduced himself and expressed how much he enjoys working for the library. He believes the library needs to be more diverse in their hiring because a Hispanic speaking staff member is much needed. He believes that there's a decline in Hispanic patronage which is one of the reasons the statistics are low.

The board invited Mr. Avergun to the January meeting and requested the contact information and a detailed plan of action for the board to review.

Ms. Odom then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

APPROVAL OF MINUTES

The minutes of the November 24, 2015 Regular Board Meeting were presented.

Ms. Janiga then made the motion:

THAT the minutes of the November 24, 2015 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Dent

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #849 through #918 be approved for payment.

Mr. Karubas feels the Library is paying too much for waste disposal services and requested additional quotes be brought to the January meeting for the board to review.

Ms. Odom then made the motion:

THAT claims #849 through #918 be approved for payment.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2015.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the board approve the 2016 Personal Services Budget.

Mr. Taylor requested that a Personal Services Budget tab be added to their board books.

Ms. Odom then made the motion:

THAT the board the approve the 2016 Personal Services Budget.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mrs. Greenleaf presented a Resolution (Exhibit A) which will extend the 2015 line of credit and establish a new 2016 line of credit for the Operating and Lease Rental Fund. The credit lines will be with First Midwest Bank with an interest rate of 3%.

<u>Fund</u>	<u>Amount</u>	<u>Maturity Date</u>
Operating	\$535,000	12/31/16
Lease Rental	\$240,000	12/31/16

Ms. Odom then made the motion:

THAT the board approve Resolution (Exhibit A) to extend the 2015 line of credit and establish the 2016 new line of credit for the Operating and Lease Rental Fund with First Midwest Bank.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Taylor recommended the rules be suspended to discuss an addendum to transfer funds between major budget classifications.

Ms. Dent then made the motion:

THAT the rules be suspended to add an addendum.

Seconded by: Ms. Odom

Action: Unanimously carried

Mrs. Greenleaf recommended the board approve the Resolution to transfer 2015 Funds Between Major Budget Classifications in the Operating Fund.

Ms. Janiga then made the motion:

THAT the board approve the Resolution to transfer 2015 Funds Between Major Budget Classifications in the Operating Fund.

Seconded by: Ms. Odom

Action: Unanimously carried

BP 5301 HAMMOND PUBLIC LIBRARY BILL OF RIGHTS

Mrs. Greenleaf presented BP 5301 Hammond Public Library Bill of Rights for approval.

Ms. Janiga then made the motion:

THAT the board approve BP 5301 Hammond Public Library Bill of Rights as presented.

Seconded by: Ms. Dent

Action: Unanimously carried

BP 8010 USE OF MEETING ROOMS AND EXHIBIT SPACES

Mrs. Greenleaf presented BP 8010 Use of Meeting Rooms and Exhibit Spaces for approval.

Ms. Janiga then made the motion:

THAT the board approve BP 8010 Use of Meeting Rooms and Exhibit Spaces as presented.

Seconded by: Ms. Dent

Action: Unanimously carried

BP 5307 PUBLIC AND STAFF COMPUTING RESOURCES USE

Mrs. Greenleaf presented BP 5307 Public and Staff Computing Resources Use and recommended waiving the first reading and approving the policy as written.

Ms. Odom then made the motion:

THAT the board waive the first reading and approve BP 5307 Public and Staff Computing Resources Use as presented.

Seconded by: Ms. Dent

Action: Unanimously carried

ELECTION OF OFFICERS FOR 2016

Mrs. Greenleaf recommended the Board elect officers for the 2016 year. A list of officers dating back to 2011 was provided.

There was a brief discussion on nominations.

Mr. Taylor then made the motion:

THAT Caryn Janiga be nominated for Treasurer of the Hammond Public Library Board of Trustees for 2016.

There were no other nominations.

Seconded by: Ms. Odom

Action: Unanimously carried

Ms. Odom then made the motion:

THAT Paul Taylor be nominated for Secretary of the Hammond Public Library Board of Trustees for 2016.

There were no other nominations.

Seconded by: Mr. Zlatarich

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 2016.

There were no other nominations.

Seconded by: Mr. Taylor

Action: Unanimously carried

Mr. Zlatarich then made the motion:

THAT Carol Odom be nominated for President of the Hammond Public Library Board of Trustees for 2016.

Seconded by: Ms. Janiga

Action: Unanimously carried

EMERGENCY INCIDENT/CLOSURE

Mrs. Greenleaf reported on the closure of the Library on December 5, 2015 due to an arson related incident the day before. She recommended installing chair lifts in both stairwells to prevent staff and patrons from being trapped in the building. She will present quotes at a later date.

PARKING LOT HANDICAP SPACES

The board discussed adding extra handicap parking spaces in the parking lot in an effort to cater to handicap and disabled patrons. Currently, the library has four handicap spaces. This matter was tabled to the January meeting as an action item.

BP 4005 WORK AT HOME AND ALTERNATIVE DUTY DUE TO INJURY AND ILLNESS

Mrs. Greenleaf requested BP 4005 Work at Home and Alternative Due to Injury and Illness be removed. The board asked that this policy be added to the January agenda for a second reading.

PROMOTION

Jason Scott, 6-1, Automation Technician, Technical Services, effective 12/7/15.

PUBLIC EXPRESSION

Ms. Janiga 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.

Ms. Odom then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

CALENDAR

January 26, 2016, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

January 26, 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: Ms. Odom

Action: Unanimously carried

The meeting adjourned at 6:35 p.m.

President

Secretary