

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON FEBRUARY 28, 2017  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

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

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Whitney Chapman, Administrative Services Manager  
Carol Williams, Head of Technical Services  
Cornell White, Administrative Services  
Jason Scott, Technical Services  
Nick Baran, Technical Services  
Megan Crisp, Youth Services  
Deborah Trader, Circulation Services  
Scott LaCrosse, MB Financial Bank

The meeting was called to order at 5:36 p.m.

NOTICE OF THE MEETING

The Secretary, Anne Herbert certified:

THAT notice of the meeting was mailed on February 22, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from February 22 – 28, 2017.

PUBLIC EXPRESSION

Ms. Dent made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Herbert

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. Taylor

Action: Unanimously carried

### APPROVAL OF MINUTES

The Minutes of the January 31, 2017 Regular Board Meeting and Executive Session were considered.

Ms. Dent then made the motion:

THAT the minutes of the January 31, 2017 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Mr. Taylor

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended approval of claims #56 through #139.

Ms. Janiga then made the motion:

THAT claims #56 through #139 be approved for payment.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Mr. Zlatarich then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Taylor recommended that the board suspend the rules to approve the Executive Director's salary increase.

Ms. Odom then made the motion:

THAT the rules be suspended to approve a salary increase for the Executive Director.

Seconded by: Ms. Janiga

Action: Unanimously carried

EXECUTIVE DIRECTOR’S SALARY INCREASE

Ms. Odom recommended the Executive Director’s Salary be increased by 7.5% bringing her annual salary to \$96,720 with a retroactive date of February 1<sup>st</sup>.

Ms. Janiga then made the motion:

THAT the Executive Director’s salary be increased to \$96,720 with a retroactive date of February 1<sup>st</sup>.

Seconded by: Ms. Dent

Action: Aye- Odom  
Zlatarich  
Janiga  
Dent  
Herbert  
Taylor

Nay- Karubas

Motion carried

Ms. Herbert then made the motion:

TO resume the agenda.

Seconded by: Ms. Janiga

Action: Unanimously carried

MB FINANCIAL BANK

Scott LaCrosse presented an overview and discussed the benefits MB Financial Bank had to offer which included higher interest rates, waiving of all fines and fees, and involvement through volunteering and donations.

Mrs. Greenleaf would like to schedule a meeting with the Board of Finance and Mr. LaCrosse to discuss his proposal in depth.

INTEGRATED LIBRARY SYSTEM (ILS) RECOMMENDATION

Mrs. Williams gave an overview of the proposals received for a new ILS System. A few of the key factors considered were OPAC compatibility, customer service, system maintenance and price. Technical Services’ recommendation was Library Solution by TLC because of its features, price, and easy-to-use interfaces.

There was a brief discussion amongst the board whether a special meeting was needed to approve a new ILS System.

Ms. Janiga the made the motion:

THAT the board suspend the rules to approve TLC's proposal.

Seconded by: Mr. Taylor

Action: Unanimously carried

Mr. Taylor recommended waiving the first reading and accepting TLC's proposal.

Ms. Herbert then made the motion:

THAT the board waive the first reading and accept TLC's proposal as presented.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Taylor then made the motion:

TO resume the agenda.

Seconded by: Ms. Janiga

Action: Unanimously carried

#### NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

##### Resignation

Yesinia Zamora, 1-2, Info Services Page, effective 2/9/17.

Eric Hill, 1-1, Info Services Page, effective 2/18/17.

#### PUBLIC EXPRESSION

Mr. Taylor made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Dent commended staff for the excellent Black History Month programs. Both programs were well received and well done.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

CALENDAR

March 28, 2017, 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 6:15 p.m.

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President

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Secretary