

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

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Caryn Janiga  
Louis Karubas  
Allan Zlatarich  
Paul Taylor

BOARD MEMBERS ABSENT:

Albertine Dent  
Vacant Position

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Whitney Chapman, Administrative Services Manager  
Cornell White, Administrative Services  
Allison Piech, Head of Youth Services  
Carol Williams, Technical Services  
Richard Lytle, Information 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 January 20, 2016 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from January 20 – 26, 2016.

BOARD OF FINANCE

Ms. Odom called the Board of Finance to order.

Ms. Janiga then made the motion:

THAT Paul Taylor be nominated President of the Hammond Public Library Board of Finance for 2016.

Seconded by: Ms. Odom

Action: Unanimously carried

Ms. Janiga then made the motion:

THAT Allan Zlatarich be nominated Secretary of the Hammond Public Library Board of Finance.

Seconded by: Ms. Odom

Action: Unanimously carried

Mr. Taylor presided over the Board of Finance Meeting.

Mrs. Greenleaf explained the investment policy. There were no 2016 investments for the Operating Fund.

Mrs. Greenleaf recommended the Board designate The Times and Post-Tribune newspapers for publication of notices.

Ms. Odom then made the motion:

THAT the Board designate The Times and Post-Tribune newspapers for publication of notices.

Seconded by: Ms. Janiga

Action: Unanimously carried

Ms. Odom then made the motion:

THAT the Board of Finance adjourn and reconvene as the Hammond Public Library Board of Trustees.

Seconded by: Ms. Janiga

Action: Unanimously carried

### PUBLIC EXPRESSION

Mr. Taylor then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Lytle, Information Services, was contacted by First Midwest Bank regarding the donation of display cases and other items to the library. Centier Bank contacted Mr. Lytle on the items being loaned out to them. Mr. Lytle will bring this matter to the Board at their February meeting with more details.

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 December 15, 2015 Regular Board Meeting were considered.

There were no corrections or additions.

Mr. Taylor then made the motion:

THAT the Minutes of the December 15, 2015 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Janiga

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended claims #919 through #957 and #1 through #65 be approved for payment.

Ms. Janiga then made the motion:

THAT claims #919 through #957 and #1 through #65 be approved for payment.

Seconded by: Mr. Taylor

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

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

Mrs. Greenleaf recommended BP 4005 Work at Home and Alternative Duty Due to Injury and Illness be removed from the Board Policies. This is the second reading.

Mr. Taylor then made the motion:

THAT BP 4005 Work at Home and Alternative Duty Due to Injury and Illness be removed from the Board Policies.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### WASTE DISPOSAL SERVICES

Mrs. Greenleaf is currently reviewing three quotes from local waste disposal companies. She will follow up the board when a decision has been made.

### INTERIOR LIGHTING

Mrs. Greenleaf reported that the library has contacted several companies for quotes on replacing the interior lighting. She will follow up with the board when the quotes come in.

### FUTURE LIBRARY INVENTORY PROJECT

Mrs. Williams presented a timeline for the library inventory project for the ILS System.

### PARTNERS COMMITTEE MEETING

Mrs. Greenleaf presented the minutes from the December 15, 2015 Partners Meeting.

### NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

#### Promotion

Lawonda Favors, 3-1, Technical Services Assistant, effective 1/1/16.

Carol Thomas, 5-2, Info Services Librarian Assistant, effective 2/1/16.

#### Transfer

Jennifer Williams, 4-7, Circulation Assistant transferred to Technical Services Assistant, 4-7, effective 1/22/16.

#### Maternity Leave

Lawonda Favors, 3-1, Technical Services Assistant, 2/15/16 – 5/9/16.

Termination

Tajh Hamilton, 1-2, Info Services Page, 1/11/16.

Internship

Amanda Aguilera, Library Science student at Syracuse University, will be doing an internship at the library. Further details will be provided at a later date.

PUBLIC EXPRESSION

Mr. Taylor 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. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

CALENDAR

February 23, 2016, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:00 p.m.

February 23, 2016, Executive Session, Harriet M. Schlesinger Board Room, immediately following regular board meeting

February 23, 2016, The Divine Nine: The Legacy of Black Greek Organizations, Community Room, 6:30 p.m.

ADJOURNMENT

Mr. Taylor then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:15 p.m.

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President

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Secretary