

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON JANUARY 31, 2017  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Albertine Dent  
Anne Herbert  
Caryn Janiga  
Louis Karubas  
Allan Zlatarich

BOARD MEMBERS ABSENT:

Paul Taylor

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Whitney Chapman, Administrative Services Manager  
Cornell White, Administrative Services  
David Rodriguez, Hammond resident  
Martin Gobor, Hammond resident

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

NOTICE OF THE MEETING

The Secretary, Anne Herbert, certified:

THAT notice of the meeting was given by mailing on January 24, 2017 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from January 24 – 31, 2017.

BOARD OF FINANCE

Ms. Odom called the Board of Finance to order.

Ms. Janiga then made the motion:

THAT Albertine Dent serve as President of the Hammond Public Library Board of Finance for 2017.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Dent then made the motion:

THAT Caryn Janiga serve as Secretary of the Hammond Public Library Board of Finance.

Seconded by: Ms. Herbert

Action: Unanimously carried

Ms. Dent presided over the Board of Finance Meeting.

Mrs. Greenleaf reviewed the investment policy with the Board. There were no 2017 investments for the Operating Fund at this time.

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

Ms. Janiga then made the motion:

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

Seconded by: Ms. Dent

Action: Unanimously carried

Ms. Dent 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

Ms. Janiga then 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. Zlatarich

Action: Unanimously carried

## APPROVAL OF MINUTES

The Minutes of the December 13, 2016 Regular Board Meeting were considered.

There were no corrections or additions.

Ms. Janiga then made the motion:

THAT the Minutes of the December 13, 2016 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Herbert

Action: Unanimously carried

## FINANCIAL REPORT

Ms. Janiga recommended claims #928 through #992 and #1 through #55 be approved for payment.

Ms. Janiga then made the motion:

THAT claims #928 through #992 and #1 through #55 be approved for payment.

Seconded by: Ms. Herbert

Action: Unanimously carried

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

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Dent

Action: Unanimously carried

## OTHER FINANCIAL MATTERS

Mrs. Greenleaf recommended approval of the Resolution to Transfer 2016 Funds Between Major Budget Classifications in the Operating Fund.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Transfer 2016 Funds Between Major Budget Classifications in the Operating Fund.

Seconded by: Ms. Herbert

Action: Unanimously carried

Mrs. Greenleaf recommended the approval of the Resolution to Transfer 2016 Funds Within Major Budget Classifications in the Operating Fund.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Transfer 2016 Funds Within Major Budget Classifications in the Operating Fund.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf presented a Resolution to Cancel Outstanding Checks that are at least 2 years old.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Cancel Outstanding Checks.

Seconded by: Ms. Herbert

Action: Unanimously carried

#### SBOA AUDIT EXAMINATION RESULTS

The auditors discovered an unpaid balance of \$26,250 from a temporary loan from the Rainy Day Fund to the Operating Fund. To resolve the issue a transfer in the same amount must be repaid to the Rainy Day Fund.

Ms. Janiga then made the motion:

THAT the Board approve a transfer of \$26,250 from the Operating Fund to the Rainy Day Fund.

Seconded by: Ms. Herbert

Action: Unanimously carried

#### PUBLIC EXPRESSION

Ms. Herbert 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: Ms. Herbert

Action: Unanimously carried

CALENDAR

February 28, 2017, Executive Session, Harriet M. Schlesinger Board Room, 5:00 p.m.

February 28, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Ms. Janiga then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:00 p.m.

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President

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Secretary