

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON JULY 26, 2016  
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  
Sherri Ervin, Head of Circulation Services  
Allison Piech, Head of Youth Services  
Mary Schons, Head of Information Services  
Cornell White, Administrative Services  
Jason Scott, Technical Services  
Bessie Halfacre, Hammond resident  
Pam Danko, Hammond resident  
Dennis Danko, Hammond resident  
Joan Smith, Hammond resident  
Paul Guzis, Hammond resident  
Mary Burton, Hammond resident

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 July 20, 2016 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from July 20 – 26, 2016.

PUBLIC EXPRESSION

Mr. Taylor then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Herbert

Action: Unanimously carried

Ms. Smith, Novel Conversations Club, which meets every Monday, was notified that the Library will no longer sponsor their club, effective August 1<sup>st</sup>. Ms. Schons informed the members of the club that there was a misunderstanding and explained that the club can still meet at the Library, but it will be a co-sponsored program meaning someone from their group is responsible for reserving the meeting room. The Library will continue to promote the discussion group in Bookends and on social media.

Ms. Herbert then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### APPROVAL OF MINUTES

The Minutes of the June 24, 2016 Regular Board Meeting and June 24, 2016 Executive Session were considered.

Ms. Herbert then made the motion:

THAT the minutes of the June 24, 2016 Regular Board Meeting and June 24, 2016 Executive Session be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### FINANCIAL REPORT

Ms. Janiga recommended claims #506 through #575 be approved for payment.

Ms. Dent then made the motion:

THAT claims #506 through #575 be approved for payment.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2016.

Mr. Taylor then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### MEETINGS AND CONFERENCES

Mrs. Greenleaf recommended Mary Schons and Carol Williams attend the Harwood/ALA Public Innovators Lab in Atlanta, Georgia from October 19<sup>th</sup> – October 21<sup>st</sup>. The Library was awarded a scholarship of \$3,990 to attend.

Ms. Janiga then made the motion:

THAT Mary Schons and Carol Williams attend the Harwood/ALA Public Innovators Lab in Atlanta, Georgia from 10/19/16- 10/21/16.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### BP 5308 COMMUNICATION ACCOMMODATIONS POLICY

Mrs. Greenleaf recommended Board Policy 5308 Communication Accommodations for approval.

Mr. Taylor then made the motion:

THAT the Board approve BP 5308 Communication Accommodations Policy as presented.

Seconded by: Ms. Janiga

Action: Unanimously carried

#### BP 1302 CONFLICT OF INTEREST DISCLOSURE FORM

Mrs. Greenleaf recommended Board Policy 1302 Conflict of Interest Disclosure Form for approval.

Ms. Dent then made the motion:

THAT the Board approve BP 1302 Conflict of Interest Disclosure Form as presented.

Seconded by: Ms. Janiga

Action: Unanimously carried

#### REQUEST FOR LEAVE

Mrs. Greenleaf reported on a request for leave from Ms. Jennifer Bull from 8/15/16 –

2/4/17.

There was a brief discussion on this matter. A roll call vote was recommended.

Ms. Janiga then made the motion:

THAT the Board approve Ms. Bull's request for leave from 8/15/16 – 2/4/17.

Seconded by: Ms. Dent

Action: Aye –

Nay - Ms. Dent  
Ms. Janiga  
Mr. Taylor  
Ms. Odom  
Mr. Zlatarich  
Ms. Herbert  
Mr. Karubas

Motion: Denied

The Board unanimously decided not to extend Ms. Bull's request for leave.

INTEGRATED LIBRARY SYSTEM (RFP)

The Board reviewed the request for proposal for the purchase of a new Integrated Library System. The proposal details the requirements and criteria needed for a new ILS System. The current contract for the Library's Millennium MilCirc system will expire in 2017. Cost for a new system ranges from \$75,000 - \$120,000 and must go out for bids.

Mr. Taylor then made the motion:

THAT the board approve the RFP for an integrated library system.

Seconded by: Ms. Janiga

Action: Unanimously carried

MILEAGE RATE REIMBURSEMENT

Mrs. Greenleaf recommended the state mileage rate be increased to \$.38 per Indiana Department of Administration, effective August 1, 2016. IDOA reviews fuel prices semi-annually and adjusts rates accordingly.

Ms. Dent then made the motion:

THAT the Board increase the mileage rate reimbursement to \$.38 effective August 1, 2016.

Seconded by: Ms. Janiga

Action: Unanimously carried

BP 1301 CONFLICT OF INTEREST POLICY

Board Policy 1301 Conflict of Interest was revised and presented to the Board for its first reading. It will be presented again in August for approval if there are no revisions from the board.

BP 1303 CONFLICT OF INTEREST AND ETHICS STATEMENT OF AGREEMENT FORM

Mrs. Greenleaf presented Board Policy 1303 Conflict of Interest and Ethics Statement of Agreement Form for its first reading. It will be presented in August for approval pending no revisions from the board.

BP 4113 LEAVE FOR PERSONAL ILLNESS OR INJURY

The Board asked to review BP 4113 Leave for Personal Illness or Injury. Mrs. Greenleaf reported to the Board that any revisions to this policy would conflict with the Union Contract which isn't up for negotiations until 2018.

LONG RANGE PLAN

A proposed copy of the 2017 - 2021 Long Range Plan was presented. By law, the Board must adopt a plan that outlines the purpose and operational procedures necessary to meet community goals and service objectives. The Long Range Plan will be presented again in November for approval.

TECHNOLOGY PLAN

The Board was presented a copy of the proposed Technology Plan for 2017 – 2019. The plan outlines the purpose and operational procedures necessary to meet the telecommunications and technical informational needs of the community. The Technology Plan will be presented again in November for approval.

DRAFT 2017 OPERATING FUND BUDGET

Mrs. Greenleaf presented the Draft 2017 Operating Fund Budget for review. The timeline for the budget process is as follows.

July 26 <sup>th</sup> 2016	Review 2017 draft budget and other fiscal concerns
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August 8 2016	State Tax Board Field Hearings w/Kurt Ott (DLGF rep)
August 30th 2016	Approve 2017 Budget for Advertising
Sept. 8th & Sept. 15th, 2016	Notice to Taxpayers publicized on Gateway
September 27th 2016	Public Hearing on 2017 Budget
October 25th 2016	Adoption of 2017 Budget
October 26th or 27th 2016	File Budget with County Auditor and Gateway. Must be done with in the 2 days after the Adoption of the Budget

### MID-YEAR REPORT

Mr. White presented a mid-year report on the operations of the Library.

### WEB SITE REDESIGN

Mr. Scott unveiled the new website design and discussed the new features and layout. The goal is for the website to be more user-friendly by providing simple and intuitive navigation.

The Board thanked Mr. Scott and Mr. White for all of their hard work and time.

### NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel matters:

#### New Hire

Tonya Hunt, 3-1, Circulation Assistant, 7/18/16.

#### Promotion

Carol Williams, 9-1, Head of Technical Services, 7/05/16.

#### Retirement

Roscoe Woods, 6-7, Information Services Librarian, 9/23/16.

PUBLIC EXPRESSION

Mr. Taylor then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Dent

Action: Unanimously carried

Mr. Karubas recommended the Library perform a Job Time Study Analysis. It's important to take a look at staff and evaluate them on their performance. He recommends this be done as soon as possible.

Mr. Taylor then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

CALENDAR

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

ADJOURNMENT

Ms. Herbert then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 6:35 p.m.

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President

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Secretary