

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

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Anne Herbert
Caryn Janiga
Louis Karubas
Paul Taylor
Allan Zlatarich

BOARD MEMBERS ABSENT:

Albertine Dent

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Carol Williams, Head of Technical Services
Cornell White, Administrative Services
Megan Crisp, AFSCME President
Deborah Trader, Circulation Services
Liz Samaniego, Youth Services
Rick Toth, Business Systems Integrators

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 mailed on March 21, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from March 22 – 28, 2017.

PUBLIC EXPRESSION

Mr. Taylor made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

There was no one present who wished to speak.

Mr. Zlatarich then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the February 28, 2017 Regular Board Meeting and Executive Session were considered.

Mr. Zlatarich then made the motion:

THAT the minutes of the February 28, 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 #140 through #236.

Ms. Janiga then made the motion:

THAT claims #140 through #236 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: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended a Resolution to transfer remaining funds to the Rainy Day Fund.

Ms. Herbert then made the motion:

THAT the Board approve the Resolution to transfer \$300,000 to the Rainy Day Fund.

Seconded by: Ms. Janiga

Action: Unanimously carried

BOARD RESIGNATION

Mrs. Greenleaf regretfully requested the Board accept Ms. Odom's resignation effective April 1st.

According to Robert's Rules of Order, the Vice President will move into the President's seat.

Mr. Taylor then made the motion:

THAT the Board accept Ms. Odom's resignation effective April 1, 2017.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

TECHNOLOGY UPGRADES

Mrs. Williams, Technical Services, and Mr. Toth, Business Systems Integrators, briefly discussed technology upgrades needed such as server and operating system upgrades.

A timeline of technology upgrades will be presented to the Board at their next meeting.

BOILER SYSTEM UPDATE

Mrs. Greenleaf reported that all three boilers were installed and operational. The new chiller and water tower are on site and are currently being piped in. The estimated completion date for the project is May 8th.

The library can expect to receive a rebate from NIPSCO upon completion of the project.

2017 LSTA TECHNOLOGY GRANT

Mrs. Greenleaf reported on the LSTA Grant submitted to the State. If awarded, the grant will be used to purchase laptops, Wi-Fi hotspots, portable projectors and screens. If awarded the grant, staff would have the capability of issuing library cards outside of the library.

NATIONAL LIBRARY WEEK

Liz Samaniego, Youth Services, invited the Board to participate in all the exciting events happening the week of April 10th for National Library Week.

NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

Resignation

Paul Greene, 5-7, Janitor, Maintenance Services, effective 2/21/17.

New Hire

James Wright, 1-1, Info Services Page, effective 3/2/17.

PUBLIC EXPRESSION

Mr. Taylor made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Crisp, Union President, thanked Ms. Odom for her services.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

CALENDAR

April 10 – 15, 2017, National Library Week

April 25, 2017, Executive Session, Immediately Following Regular Board Meeting

ADJOURNMENT

Mr. Taylor then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Herbert

Action: Unanimously carried

The meeting adjourned at 6:20 p.m.

President

Secretary