

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON MARCH 29, 2016  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Anne Herbert  
Caryn Janiga  
Louis Karubas  
Allan Zlatarich

BOARD MEMBERS ABSENT:

Albertine Dent  
Paul Taylor

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Whitney Chapman, Administrative Services Manager  
Mary Schons, Head of Information Services  
Allison Piech, Head of Youth Services  
Dan Deering, Maintenance Services Manager  
Cornell White, Administrative Services  
Carol Williams, Technical Services  
Richard Lytle, Information Services  
Mike Wagenback, Site Superintendent, Pullman State Historic Site

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

Ms. Odom recommended the board nominate a Secretary Pro Tem.

Ms. Janiga then made the motion:

THAT Anne Herbert serve as Secretary Pro Tem for the March 29, 2016 board meeting.

Seconded by: Mr. Karubas

Action: Unanimously carried

NOTICE OF THE MEETING

The Secretary Pro Tem, Anne Herbert certified:

THAT notice of the meeting was given by mailing on March 22, 2016 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from March 22 – 29, 2016.

## PUBLIC EXPRESSION

Ms. Herbert then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Schons reported on Mr. Lytle's retirement and thanked him for his years of service.

Ms. Herbert then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

## APPROVAL OF MINUTES

The Minutes of the February 23, 2016 Regular Board Meeting and February 23, 2016 Executive Session were considered.

Ms. Janiga then made the motion:

THAT the minutes of the February 23, 2016 Regular Board Meeting and February 23, 2016 Executive Session be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

## FINANCIAL REPORT

Ms. Janiga recommended claims #149 through #243 be approved for payment.

Ms. Herbert then made the motion:

THAT claims #149 through #243 be approved for payment.

Seconded by: Mr. Zlatarich

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

### INDEFINITE LOAN

Mrs. Greenleaf reported Centier Bank is no longer interested in the display cases. However, The Pullman State Historic Site would like to house the display cases on an indefinite loan.

Mrs. Greenleaf recommended the display cases go to The Pullman State Historic Site on an indefinite loan.

Ms. Janiga then made the motion:

THAT the display cases donated from First Midwest Bank go to The Pullman State Historic Site on an indefinite loan.

Seconded by: Ms. Herbert

Action: Unanimously carried

### MEETINGS AND CONFERENCE

Mrs. Greenleaf recommended the attendance at the following conferences:

René L Greenleaf and Cornell White, Internal Controls Seminar, Jasper County Public Library, April 12<sup>th</sup>

Five staff members, BEA (Book Expo America), McCormick Place, May 11<sup>th</sup> – 13<sup>th</sup>

René L. Greenleaf, ADOLPLI (Administrators and Directors of Large Public Libraries in Indiana, Allen County Public Library, Fort Wayne, May 5<sup>th</sup> and 6<sup>th</sup>

Ms. Janiga then made the motion:

THAT the board approve the attendance at the Internal Controls Seminar, Book Expo America, and ADOLPLI meeting.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### BP 4101 SALARY SCHEDULE

Mrs. Greenleaf recommended the Executive Director's salary be removed from BP 4101 Salary Schedule. The Executive Director's salary will be determined by the board at the date of appointment and negotiated on an annual basis during the performance review meeting.

Ms. Herbert then made the motion:

THAT the salary of the Executive Director be removed from the Salary Schedule.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### EXECUTIVE DIRECTOR'S SALARY INCREASE

Mrs. Greenleaf recommended her salary be increased \$2,000 bringing her annual salary to \$89,792 with a retroactive date of February 1, 2016.

Ms. Herbert then made the motion:

THAT the Executive Director's annual salary be \$89,792 with a retroactive date of February 1, 2016.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### BOARD RETREAT DATE

The board decided to have their retreat on Tuesday, May 24<sup>th</sup>. The location and time will be announced at the April meeting.

#### NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

##### Out of Class Pay

Mrs. Greenleaf reported Carol Williams is receiving out of class pay while performing supervisory duties as the Head of Technical Services.

##### New Hire

Yvonne Tucker, 1-1, Page, Information Services, effective March 1, 2016.

##### Retirement

Richard Lytle, 6-7, Local History Room Librarian, effective April 4, 2016.

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

CALENDAR

April 26, 2016, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

April 26, 2016, Executive Session, Harriet M. Schlesinger Board Room, immediately following regular board meeting

ADJOURNMENT

Ms. Herbert then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:05 p.m.

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President

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Secretary