

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON MAY 31, 2016
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
Carol Williams, Technical Services

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

There was a brief discussion on nominations for Secretary Pro Tem.

Ms. Janiga then made the motion:

THAT Albertine Dent serve as Secretary Pro Tem.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

NOTICE OF THE MEETING

The Secretary Pro Tem, Albertine Dent certified:

THAT notice of the meeting was given by mailing on May 24, 2016 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from May 24 – 31, 2016.

PUBLIC EXPRESSION

Ms. Dent 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. Herbert then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the April 26, 2016 Regular Board Meeting and April 26, 2016 Executive Session were considered.

Ms. Herbert then made the motion:

THAT the minutes of the April 26, 2016 Regular Board Meeting and April 26, 2016 Executive Session be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #326 through #426 be approved for payment.

Ms. Herbert then made the motion:

THAT claims #326 through #426 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

ESTABLISH INTERNAL CONTROLS

Mrs. Greenleaf recommended approval of the Resolution to Establish Internal Controls. All Indiana political subdivisions must have a system and policy in place to ensure staff and trustees receive adequate training and adhere to the prescribed guidelines of Internal Controls.

Ms. Janiga then made the motion:

THAT the board approve the Resolution to Establish Internal Controls.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Board suspend the rules to include LSTA Grant as Action Item #4.

Mrs. Janiga then made the motion:

THAT the rules be suspended to include Action Item #4 LSTA Grant.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

LSTA GRANT

Mrs. Greenleaf recommended the floor be opened to allow Mrs. Williams the opportunity to speak on the LSTA Grant.

Mr. Zlatarich then made the motion:

THAT the floor be opened.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Williams reported the Library was awarded \$10,000 for the purchase of a lifetime subscription to the Mango Language Database. The total cost for a lifetime subscription is \$17,000 which will apply towards the 8% books and materials mandate from the State. There's paperwork that must be filed before the Library receives the grant.

Mrs. Greenleaf thanked Mrs. Williams for all the time and effort preparing the grant.

Ms. Janiga then made the motion:

THAT the floor be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the Board appoint her as signatory authority on behalf of the Library for all documents associated with the LSTA Grant.

Ms. Herbert then made the motion:

THAT René L. Greenleaf serve as signatory authority for the Library.

Seconded by: Ms. Janiga

Action: Unanimously carried

BP 5306 COLLECTION DEVELOPMENT POLICY

Mrs. Greenleaf presented BP 5306 Collection Development Policy for Board review. This is the first reading.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Dent

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

June 28, 2016, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

June 28, 2016, Executive Session, Harriet M. Schlesinger Board Room, immediately following regular meeting

ADJOURNMENT

Ms. Herbert then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 5:45 p.m.

President

Secretary