

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON TUESDAY, NOVEMBER 24, 2015  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom – Vice-President

BOARD MEMBERS PRESENT:

Caryn Janiga  
Louis Karubas  
Allan Zlatarich

BOARD MEMBERS ABSENT:

Paul Taylor  
Albertine Dent  
Anne Herbert

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Whitney Chapman, Administrative Services Manager  
Mary Schons, Head of Information Services  
Cornell White, Administrative Services  
Aysha Haq, Information Services  
Carol Williams, Technical Services  
Jason Scott, Local 1448 President

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

NOTICE OF THE MEETING

The Secretary, Allan Zlatarich, certified:

THAT notice of the meeting was given by mailing on November 17, 2015 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from November 17 – 24, 2015.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mr. Scott, Local 1448 President, introduced himself to the board.

Staff who attended the ILF Conference thanked the board for allowing them to attend. The conference was very informative and useful.

Mrs. Greenleaf thanked Ms. Schons and the Information Services Staff for their assistance in helping a patron with his resume. Mrs. Greenleaf reported the patron was offered a job and is extremely grateful for everyone's assistance.

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 October 27, 2015 Regular Board Meeting and October 27, 2015 Executive Session were considered.

Ms. Janiga then made the motion:

THAT the minutes of the October 27, 2015 Regular Board Meeting and October 27, 2015 Executive Session be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended claims #781 through #848 be approved for payment.

Mr. Zlatarich then made the motion:

THAT claims #781 through #848 be approved for payment.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2015.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### FRIENDS APPRECIATION DAY

Mrs. Greenleaf recommended the board honor the Friends of the Library by hosting a luncheon on Tuesday, February 9, 2016 in the Community Room.

Ms. Janiga then made the motion:

THAT the board approve the Friends Appreciation Luncheon scheduled for February 9, 2016 in the Community Room.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### BP 4107 STAFF MEETINGS

Mrs. Greenleaf recommended having two (2) full day mandatory staff meetings on Tuesday, March 8, 2016 and Tuesday, October 11, 2016. The Library will be closed on these dates.

Ms. Janiga then made the motion:

THAT the board approve two (2) full day mandatory staff meetings scheduled for Tuesday, March 8, 2016 and Tuesday, October 11, 2016. The Library will be closed on these dates.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### CHRISTMAS BONUSES

Mrs. Greenleaf informed the board that there is enough money in the budget to give staff Christmas Bonuses again this year. There was a brief discussion on this matter.

Ms. Janiga then made the motion:

THAT the board suspend the rules and place Christmas Bonuses as an Action Item.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Odom then made the motion:

THAT staff employed as of November 24, 2015 receive a Christmas Bonus.

Seconded by Mr. Zlatarich

Action: Unanimously carried

### BP 5301 BILL OF RIGHTS

Mrs. Greenleaf presented BP 5301 Bill of Rights. This is the first reading and will be presented at the December meeting for approval.

### BP 8010 USE OF MEETING ROOMS AND EXHIBIT SPACES

Mrs. Greenleaf presented BP 8010 Use of Meeting Rooms and Exhibit Spaces for review. This is the first reading and will be presented at the December meeting for approval.

### NEW HIRE

Brianna Bone, Senior Information Services Librarian, 7-1, effective 11/16/15.

### RESIGNATION

Kristen Clausing, Automation Technician, Technical Services, effective 10/30/15.

### RETIREMENT

Florence Watkins, Technical Services Assistant, effective 12/16/15.

Patricia Deering, Information Services Librarian Assistant, effective 2/1/16.

### PUBLIC EXPRESSION

Ms. Janiga 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. Odom then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

CALENDAR

December 15, 2015, 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 6:15 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary