

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON OCTOBER 27, 2015
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Albertine Dent
Anne Herbert
Carol A. Odom
Caryn Janiga
Louis Karubas
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
Cornell White, Administrative Services
Pat Deering, Information Services
Richard Lytle, Information Services

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 October 21, 2015 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from October 21 – 27, 2015.

PUBLIC EXPRESSION

Ms. Herbert then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mrs. Deering thought the staff meeting was very informative and staff worked very hard. Mrs. Williams and Mr. Scott did an excellent job with their presentations.

Mrs. Deering announced that she will be retiring after 23 years of service in February.

Mr. Zlatarich then made the motion:

THAT public expression be closed.

Seconded by: Ms. Herbert

Action: Unanimously carried

APPROVAL OF MINUTES

The minutes of the September 29, 2015 Regular Board Meeting were considered.

Ms. Odom then made the motion:

THAT the minutes of the September 29, 2015 Regular Board Meeting be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #709 through #780 be approved for payment.

Ms. Janiga inquired on the bill from Perma Seal and the water seepage matter. Mrs. Greenleaf explained that the carpet was pulled from her office and Administrative Services. Perma Seal believes the water came from the piping which has been replaced.

Ms. Dent then made the motion:

THAT claims #709 through #780 be approved for payment.

Seconded by: Ms. Odom

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: Ms. Odom

Action: Unanimously carried

ADOPTION OF THE 2016 BUDGETS

Mrs. Greenleaf presented a resolution for the 2016 Operating Budget of \$3,133,378; the 2016 Lease Rental Budget of \$1,103,000; and the 2016 Rainy Day Budget of \$100,000 based on an assessed valuation of \$1,772,726,469.

Ms. Janiga then made the motion:

THAT the board approve the resolution for the 2016 Operating Budget of \$3,133,378; the 2016 Lease Rental Budget of \$1,103,000; and the 2016 Rainy Day Budget of \$100,000 as presented.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

INTERNAL CONTROLS

Mr. White went over the library's internal controls that are currently in place to ensure accountability and transparency which prevents fraud, inefficiencies, and abuse.

BOARD MEETING RETREAT DATE

The Board Retreat was cancelled and will be rescheduled at a later date.

NILBA MEETING

The Board discussed traveling accommodations for the NILBA meeting.

NEW HIRES

Len Daron, Information Services Assistant (ILL), 3-1, effective 10/5/15.

Eric Hill, Page, Information Services, 1-1, 10/19/15.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Deering inquired on purchasing a maintenance agreement with Perma Seal in case there is another case of water seepage in future years. Mrs. Greenleaf explained that a maintenance agreement would have to be paid every year and right now the library's budget won't permit it.

Ms. Odom then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

CALENDAR

November 24, 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