

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON SEPTEMBER 27, 2016  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Albertine Dent  
Anne Herbert  
Caryn Janiga  
Louis Karubas  
Paul Taylor  
Allan Zlatarich

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Whitney Chapman, Administrative Services Manager  
Cornell White, Administrative Services  
Debbie Griffith, Hammond resident

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

NOTICE OF THE MEETING

The Secretary, Paul Taylor certified:

THAT notice of the meeting was given by mailing on September 20, 2016 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from September 20 – 27, 2016.

PUBLIC EXPRESSION

Mr. Taylor then 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.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

### APPROVAL OF MINUTES

The minutes of the August 30, 2016 Regular Board Meeting were considered.

Mr. Taylor then made the motion:

THAT the minutes of the August 30, 2016 Regular Board Meeting be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended claims #653 through #722 be approved for payment.

Mr. Taylor then made the motion:

THAT claims #653 through #722 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. Taylor

Action: Unanimously carried

### MEETINGS AND CONFERENCES

Mrs. Greenleaf recommended Jason Scott attend the E-rate Training Course in St. Louis, MO on November 10, 2016.

Mr. Taylor then made the motion:

THAT Jason Scott attend the E-rate Training Class in St. Louis, MO on November 10, 2016.

Seconded by: Ms. Herbert

Action: Unanimously carried

BP 3000 FISCAL POLICY

Mrs. Greenleaf recommended approval of Board Policy 3000 Fiscal Policy for approval. This is the second reading.

Ms. Janiga then made the motion:

THAT the board approve BP 3000 Fiscal Policy as presented.

Seconded by: Ms. Herbert

Action: Unanimously carried

PUBLIC HEARING ON PROPOSED 2017 BUDGETS

Mrs. Greenleaf presented the following 2017 budgets for public hearing:

Operating Fund Budget	\$3,295,160
Lease Rental Budget	\$1,106,000
Rainy Day Budget	\$ 100,000

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Taylor

Action: Unanimously carried

There was no one present who wished to speak on the 2017 budgets.

Ms. Janiga then made the motion:

THAT the floor be closed for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

ADDITIONAL APPROPRIATION

Mrs. Greenleaf reported the Library's 1<sup>st</sup> and 2<sup>nd</sup> reading on the request for an additional appropriation was Monday, September 26<sup>th</sup>. The Public Hearing is scheduled for Monday, October 11<sup>th</sup>. If there are no objections at the hearing the request will be approved immediately following the Public Hearing.

## SUMMER READING REPORTS

Mrs. Greenleaf presented the Summer Reading Reports and thanked staff for their hard work. Some departments missed their goals because the program was shortened this year because kids went back to school sooner.

## PATRON CONCERN

Mrs. Greenleaf received a petition requesting an additional computer room for mothers with small children. The Library is currently looking for spaces that will facilitate this request i.e. Calumet Literacy Room. We've also reached out to our attorney to ensure we don't violate anyone's rights.

## NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel matters:

### New Hire

Jennifer Bean, 6-1, Information Services, ILL Librarian, 10/17/16.

## 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.

Mr. Taylor then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

## CALENDAR

October 25, 2016, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:00 p.m.

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President

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Secretary