

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  
Allison Piech, Head of Youth Services  
Cornell White, Administrative Services  
Pat Deering, AFSCME Local 1448 President  
Richard Lytle, Information Services  
Joan Parrish Holmes, Fultz Parrish-Holmes Scholarship Fund

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 September 23, 2015 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from September 23 – 29, 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. Lytle invited to board to attend the Oak Hill Cemetery Tour on Sunday, October 4th from 1 p.m. – 4 p.m.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Ms. Odom

Action: Unanimously carried

#### APPROVAL OF MINUTES

The minutes of the August 25, 2015 Regular Board Meeting were considered.

Ms. Herbert then made the motion:

THAT the minutes of the August 25, 2015 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Dent

Action: Unanimously carried

#### FINANCIAL REPORT

Ms. Janiga recommended claims #628 through #708 be approved for payment.

Ms. Dent then made the motion:

THAT claims #628 through #708 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

MEETINGS AND CONFERENCES

Mrs. Greenleaf recommended the attendance at the following conferences:

Sherry Ervin and interested board members, NILBA, Valparaiso, Thursday, October 29, 2015.

René L. Greenleaf, ADOLPLI Conference, New Castle, November 5<sup>th</sup> & 6<sup>th</sup>, 2015.

René L. Greenleaf and interested board members, ILF Annual Conference, Indianapolis, November 16<sup>th</sup> – November 18<sup>th</sup>, Indianapolis.

Ms. Herbert then made the motion:

THAT the board approve the attendance of Sherry Ervin and interested board members at the NILBA meeting, the attendance of René L. Greenleaf to the ADOLPLI conference, and the attendance of René L. Greenleaf and interested board members at the ILF Annual Conference.

Seconded by: Ms. Odom

Action: Unanimously carried

PUBLIC HEARING ON PROPOSED 2016 BUDGETS

Mrs. Greenleaf presented the following 2016 budgets for public hearing:

|                          |              |
|--------------------------|--------------|
| Operating Fund Budget    | \$ 3,133,378 |
| Lease Rental Fund Budget | \$ 1,103,000 |
| Rainy Day Fund Budget    | \$ 100,000   |

Ms. Odom 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 on the 2016 budgets.

Ms. Dent then made the motion:

THAT the floor be closed for public expression.

Seconded by Ms. Janiga

Action: Unanimously carried

## SUMMER READING PROGRAMS REPORT

Mrs. Piech reported on the 2015 Summer Ready Program “Every Hero Has a Story.”

Mrs. Greenleaf presented the Teen and Adult Summer Reading Reports.

## BOARD RETREAT

The Board Retreat Meeting will be Thursday, November 5<sup>th</sup> from 9:00 a.m. – 12:00 p.m. A location has not been determined.

## LOWER LEVEL SEEPAGE

Mrs. Greenleaf reported water seepage in her office. Mr. Deering is currently investigating the problem. The board requested she follow up with them on this matter.

## NEW HIRES

Nicholas Baran, Technical Services Librarian/Cataloger, 6-1, 9/8/15.

Yesenia Zamora, Page, Information Services, 1-1, 9/4/15.

## SUSPEND THE RULES

Mr. Taylor recommended the rules be suspended to discuss a quote received from Business Systems Integrators.

Ms. Odom then made the motion:

THAT the rules be suspended.

Seconded by Ms. Janiga

Action: Unanimously carried

## BUSINESS INTEGRATORS SYSTEMS QUOTE

Mrs. Greenleaf presented a quote which outlined the necessary technology updates and installations needed in the third and fourth quarter of this year.

Mr. Taylor would like the board to be kept abreast on the costs and implementations of BSI and would like a copy of all future bills.

PUBLIC EXPRESSION

Ms. Herbert then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Odom

Action: Unanimously carried

Joan Parrish-Holmes presented a donation to the board for allowing them to utilize the library for scholarship applications.

Mrs. Greenleaf and the board thanked Mrs. Parrish-Holmes for the generous donation.

Ms. Herbert then made the motion:

THAT public expression be closed.

Seconded by: Ms. Odom

Action: Unanimously carried

CALENDAR

October 27, 2015, 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: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 6:05 p.m.

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President

\_\_\_\_\_  
Secretary