

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees Monday, May 23, 2016

President Patrick Schuster called the Board of Trustees meeting to order at 5:03pm.

I. Roll Call:

Present: President Patrick Schuster and Trustees Janet Katich, Vicky Klein, Fiona McCarroll and Rose Kendall. Also present was Business Manager, Kate Lodovisi and Director Selina Gomez-Beloz.

Not Present - Mary Malloy-Rhee and Chris Mallers (arriving late)

Trustee Klein moved to approve minutes from the Regular Meeting and Executive Session on 4/25/16, Trustee Kendall seconds, motion carried.

II. Financial Report:

- A. Approval of warrants #21593 - #21664
- B. Approval of two transfer warrants for payroll on 5/31/16 & 6/15/16
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1206 - #1209, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue
- E. Approval of Advance Draw Resolution

Trustee McCarroll motions to approve, Trustee Kendall seconds, motion carried.

III. President's Report: None given.

IV. Director's Report:

Selina reports that the pre-bid walk through for the Winfield project will be at Winfield on 5/26, bid documents for Winfield building will be on display at CPCL, downstairs in the Reference Department. Jeff Wolf of Design Organization will handle the opening of the bids on Friday 6/03. Still working on grant with Julie and Rose. Selina and Kate will be attending a seminar on Internal Controls. Security guards have been switched out. Gus is being switched out, and Kiki and Sean will be sharing his time slots. Not sure if we will keep Security over summer.

V. Old Business

Program Reports:

- A. Brenda Thompson – Winfield – Books to Bridge: narrowed down the books for the year. Picked the Hoosier books, the middle book will be “The Mighty Miss Malone” (takes place in Gary.) Also chosen was “Invincible Indiana”, basketball themes, Hoosier, voting on those now. H is for Hoosier picture book, will distribute books to the schools and libraries. Cleaning collection for move. Book lease is done.
- B. Julie Wendorf- Reference- Money Smart Week had 2 programs and partnered with Centier Bank, and Fifth Third Bank. 15 people attended, will partner again this summer. Writing Children’s Book program final book mock up tonight, already a waiting list for the fall program. Graphic Novel collection debut! Summer Read theme, “Exercise Your Mind, Read!”, Farmers Market, Corn Roast, and Art & Craft In place Fest coming up.
- C. Mary Harrigan – Ref- 600 question, 100 ILLs, 175 people in study rooms. Mary recently helped a patron who had lost her job after 30 years. She assisted in getting her an e mail, and a cell phone, just to apply for unemployment. Patron just celebrated her 100th birthday and Laura McDermott presented her with a staff signed birthday card and a few gifts! Jeanene worked with and provided info for traveling podcast. Teen volunteer has blog on our website .
- D. Kristal Rada – Youth Services – 51 programs for April with 887 attendees. Great success with May the 4th Be With You, and (author visit) Cowgirl Peg programs. School tours ongoing in May. 26 teen volunteers signed up for Summer Reading Program. Just added a Sensory Storytime to summer programs. Story Walk will be posted in Sauerman’s Woods, “Duck on a Bike”, and “From Head to Toe”.

VI. New Business:

- A. Renewal of Building Insurance – Selina notes that Building Insurance was renewed with minimal rate change.
- B. Winfield construction – Picked paint, surfaces, flooring. Will start shopping for furniture. Would like to use some local businesses. Pictures of samples for all to see.
- C. Quarterly Statistics – Selina presents new process for gathering our statistics, and one way to compile. Q1 library visits, we now have door counts for Winfield.
- D. Resolution to use Construction Fund Balance for June 30th Bond payment. – Kate Lodovisi discusses the funds that will be used to pay part of our interest on bond from construction. Balance of Construction Fund will go to \$0. Ok by DLGF. Trustee McCarroll motions to approve, Trustee Klein seconds, motion carried.
- E. Resolution to Adopt the Uniform Internal Controls Standards, states that the Board of Trustees will establish and comply with the standards. Trustee Klein motions to approve, Trustee Kendall seconds, motion carried.

F. Professional Travel

05/24 Internal Controls Workshop, Lake Co.PL – S. Gomez-Beloz, K. Lodovisi

05/26 SRCS Staff Training, Pulaski PL – S. Gomez-Beloz, M. Harrigan

06/03 Directors Meeting, Whiting PL – S. Gomez-Beloz

06/23-28 ALA Conference. Orlando, FL – S. Gomez-Beloz

Trustee Katich motions to approve, Trustee Mallers seconds, motion carried.

- VII. Acknowledgements - Monetary donations for Summer Reading Program from: Crown Point Lions Club, Tri Kappa, and Winfield Ace Hardware.
- VIII. Public Comments- Kate Lodovisi reports that she picked up an advance draw check for 15 % of our draw, should be getting another at the end of June. Carole Bangsburg(of the Friends)says that she will be gone for part of June and most of July. Loved the Money Smart Week program. Commented on the kids at the library causing problems.
- IX. Adjournment – Trustee Katich motions to adjourn, Trustee Kendall seconds, motion carried. Adjournment at 5:56pm.

**** DATE OF NEXT MEETING: MONDAY JUNE 27, 2016 - 5:00 PM****