

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, June 19, 2017

President Patrick Schuster called the Board of Trustees meeting to order at 5:01pm.

I. Roll Call

Present: President Patrick Schuster, Trustees Janet Katich, Fiona McCarroll, Mary Malloy-Rhee and Chris Mallers. Also present were Director, Selina Gomez-Beloz, Business Manager, Kate Lodovisi, Kristal Rada and Brenda Thompson,

Not Present: Vicky Klein & Rose Kendall

President Pat Schuster moves to approve minutes of Regular Meeting on 05/22/2017 and Special Meeting on 6/5/17. Trustee Katich motions to approve, Trustee Malloy-Rhee seconds, motion carried.

II. Financial Report

A. Approval of warrants #22399-#22454

B. Approval of two transfer warrants for payroll on 6/30/17 & 7/14/17

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1258-#1261, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

President Pat Schuster motions to approve, Trustee McCarroll seconds, motion carried.

III. President's Report: None

IV. Director's Report

Budget Workshop went well and Selina left info packets for those who could not attend. Selina suggests that the Board make a timeline to create or present projects for future budgets. Fiona questions why our Children's budget has consistently been cut over the last few years and notes they make up 43% of our circulation. Selina acknowledges that they are our largest circulating department, but that we meet state standards in terms of budget and she would have to look at the numbers for that answer. Fiona would like to see numbers that justify all Children's budget cuts. Selina says they can discuss that at next meeting. Air conditioning has been fixed, but found another compressor was going bad. It is under warranty and Arctic Engineering will be installing new compressor for labor only. Preparing for ALA Conference with Julie. Selina notes that Carolyn Hasprunar has finished her last day at Winfield Branch and her position is now available. Presented Policy Review changes and still waiting for all responses from committee; will bring again to next meeting.

Selina received a letter from the State saying we have met the state standards for 2016-17. Mayor's Community Meeting went very well. Parking still an issue, but city will be removing the 2 hour time limit sign from front parking lot.

V. Old Business

A. Program Reports

1. Brenda Thompson-First adult movie showing was "La La Land" with 5 attendees. Summer Reading Kickoff had 240 people and 21 volunteers. My School Pre-School coming in every Wednesday to check out books. Next session of Nutrition series will be on June 20th. Adult Summer Reading had 48 sign ups. Laurel preparing for Coding class on July 7th, and Carolyn Hasprunar finished her last day on June 2nd.
2. Julie Wendorf – May had 33 programs with 567 people. Highlights include Best Seller Author visit from Charlie Donnelly. Hoping to have another Best Selling Author, Elizabeth Burke in August. String Concert in May had 150 attendees. 3 partnership events were held. Friends Tea went very well and was a great fundraiser. Summer Reading started. Festivals have gone well and are a valuable outreach, thanks to all volunteers. Working with Youth Services on Story Walk. June is Audio Book Month; a display is set up in entrance.
3. Mary Harrigan – Mary passes out handouts made by Jeanene for Indiana Room. 785 computer questions and 18 ILL's (old way). This year's total so far is at 103 and Mary notes the requests have really gone down, as they used to get about 100 per month. Reference questions 1,963, and 181 Study Room uses. Diane, new staff member still training and doing well. Troubleshooting the new application, Libby. Patron commented how much he appreciates the computer services here. Non-fiction Summer Reading "Build A Better World" display is in entrance. It contains Travel, Architecture & Language Guides in hopes of building up Mango database. Indiana Room is focus with Jeanene heading up the Historical Tours. Jeanene and Julie were on the first Tour last week with more to come and current tours are full. Jeanene also made maps, cemetery handout, and "I Spy" around the square. Selina notes that all these items were created through Canva software, which we own.
4. Kristal Rada - Summer Reading has started. Kristal passed out Children's flyers and informed the Board that they are very busy and excited about the programs. May had 16 School Tours with 508 children. Eisenhower School tour was rained out, so Kristal went out to the school and spoke to all four second grade classes. We also had 9 programs with 91 attendees and 3 Teen programs with 23 attendees. Just held Summer Reading Kickoff, making this Kristal's 3rd and most successful with 575 people, 275 kids and 45 teen signing up! First week had 550 kids and 150 teens. Each week we have 22 volunteers that come in and help sign kids up for Summer Reading. There are also independent programs such as, Contraption Club (building with Legos), 6 Story times, Angry Birds, Postcard Swap, and

Soap-Making. Outside presenters this week are, Promise Dance Academy, and Tobata with Mrs.Saad from St Mary's School. Next week will be Candy Sushi, Galaxy (Tie Dye) T- Shirts, and Architecture Club for Kids, and Duplo Club. Children will also be making cards to send to area nursing homes.

- B. Travel Report –Report was passed out. There was no discussion.
- C. Proposal for Self-Check and Print Management – Envisionware

Selina informs the Board that Jacob has installed “Spot” which is wireless printing that was included with Cassie, but never installed. He is currently learning how to use it. Fiona asks how much we saved from the original proposal, Selina says total came in at \$4,970, saving us almost \$10,000.

- D. Discussion of Meeting Room Policy

This is a continuation from last meeting's discussion about Tri Kappa use. Jennifer (of Tri Kappa) was notified that the Library had reserved the meeting room for them. There is a question of whether or not to let them stay until 9:00pm, running an hour after the Library closes. Pat indicates he would like to see this change, Selina asks for this change to be written out, so there is no confusion in the future. If a request for the rooms includes staying past business hours, then an unpaid staff member would have to volunteer. Pat Schuster confirms yes, that is how it should read. He also moves to make an exception to the existing policy, to let Tri Kappa stay the extra hour. Kate agrees to volunteer for November meeting, Pat motions for the modification of the meeting room policy, Trustee Malloy-Rhee seconds, Trustee Katich votes no, motion carried.

VI. New Business

- A. Library Projects – None
- B. Renewal of Building Insurance – \$28,517.00 is new amount for Insurance, increasing \$200.00 from last year. Trustee McCarroll motions to approve, Trustee Malloy-Rhee seconds, motion carried.
- C. Discussion of Interlibrary Loan/IN-SHARE – Selina notes there should be a memo in all packets stating that IN-SHARE will begin charging \$5.00 per request. Selina contacted the State to verify and would like to recommend that we cease services for the rest of this year, as it was not included in budget. Will review and see if it can be managed for budget next year.

D. Professional Travel

08/04 Director's Meeting, Lowell PL – S. Gomez- Beloz

08/11 SirsiDynix User Group Annual Conference, Indianapolis - S. Gomez-Beloz

08/27-28 CYPD Conference, Indianapolis – K. Rada, 2 staff members

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

Selina notes that the Winfield Grant Funds is not going as well originally thought.

Would like to spread the word to help generate more interest possibly through Facebook.

VII. Acknowledgments

A. Donation of Parallel Lives: Two Hoosier Chemists from Peru (IN) from George Fleck, Emeritus Professor of Chemistry, Smith College

VIII. Public Comments

Carol Bangsburg asks if the Tri Kappa meeting room volunteer would have a list of duties. Attended Mayor's meeting, notes that there seem to be more parking spaces available since Mayor asked employees to discontinue parking in south lot. Had a great time at all the Festivals on the square.

IX. Adjournment – Trustee Malloy-Rhee motions to adjourn, Trustee Mallers seconds, meeting adjourned 6:11 PM

*****Date of Next Meeting*****

MONDAY, July 24, 2017 – 5:00pm