

Crown Point Community Public Library

Regular Meeting of the Board of Trustees

Monday, April 23, 2018

Winfield Branch

President Patrick Schuster called the Board of Trustees meeting to order at 5:02 pm.

I. Roll Call

Present: President Patrick Schuster, Trustees Rose Ann Kendall, Fiona McCarroll, Marshall Anderson, Chris Mallers, Vicky Klein

Absent: Mary Malloy-Rhee

Also present were: Director- Julie Wendorf, Business Manager-Kate Lodovisi, Branch Manager-Brenda Thompson, Kristal Rada, Carol Bangsburg, Carol Fisher, and Peter Lewis

President Pat Schuster called for the approval of the minutes of the Regular Meeting and the Executive session on March 26, 2018. Trustee Kendall moved to approve, second by Trustee Mallers. All in favor.

II. Financial Report

A. Approval of warrants #22960-#23010

B. Approval of two transfer warrants for payroll on 4/30/18 and 5/15/18

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1298-#1301, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

Trustee Kendall moves to approve, second by Trustee Anderson, all in favor, motion carries.

Business Manager- Kate Lodovisi reviewed the financial report.

III. President's Report- None

IV. Directors Report

Director Julie Wendorf reported that she has hired, pending Board approval, Peter Lewis, as the new Programing and Outreach Librarian.

Julie reported that the Golf Outing was a huge success. She has already started preliminary work on next years budget.

Julie mentioned that she is thinking about having a notary available at the Library for public use. The Board advised her that they approved if she chose to have that service available.

It was also mentioned that the Birdzell family made a donation in memory of Sharon Greening. The Children's programing room will be renamed in her memory.

The Main Branch of the Library will now be designated as a Safe Place in conjunction with the Crisis Center. It was discussed that perhaps we might want to look into having the Winfield branch designated as well.

V. Unfinished Business

A. Program Reports

Kate Lodovisi talked about a seminar she attended at the State Library on budget. She felt the seminar was well worth her time. She believes this is the first time they have offered this seminar.

Kate also reviewed a revenue report that showed a dramatic decline in revenue from fines, since we have gone to auto renewal.

Kate supplied us with a list of when the Trustee's terms expire.

Julie introduced our new Programing and Outreach Librarian, Peter Lewis.

Kristal Rada reported they have had 36 Children's programs with 970 in attendance. Youth services is in charge of the Crisis Center Safe Place program. They have been hosting many school tours of the Library. Children's Poetry Author Peggy Archer, will be at the Library this coming Saturday, April 28th, at 2:00pm. She is appearing free of charge.

Youth Services is gearing up for Summer Reading.

Brenda Thompson reported that last month they hosted 9 Children's' programs with 254 in attendance. They held 3 Adult programs with 18 in attendance.

The "Chick" program was once again a huge success with 67 in attendance.

Mary Harrigan was not able to attend our meeting And submitted a written report.

221 patrons used our study rooms. SRCS We borrowed 193 books and loaned 28. There were 7 unfilled requests for books.

495 technological questions were answered and 1,565 reference questions. They did 1 computer class. A rather tough question was answered, how to read a Nook book on a Kindle Fire. Our staff was able to answer this question and help the patron and it worked!

Program and Outreach report- Julie reported that the rock painting programs continues to be popular with 67 participants. The photography program has been very popular, however the teacher is moving away. AARP wrapped up their Tax Program, they advised Julie that they have decided to only work two days a week next year instead of 3.

Jeanene is attending a city meeting regarding, Crown Point Historic walking tours.

Laura Clemons was unable to be at the meeting, she however submitted a written report on the Golf Outing. We had 552 golfers, 1,794 people came through the building. Winning Schools: 1st Place Lake Street, 2nd Place Solon Robinson, 3rd Place Winfield Elementary. Winning Library Departments: 1st Place Winfield Branch Library, 2nd Place Youth Services, 3rd Place Outreach/Adult Programing. We showed a profit of \$6,269.01.

B. Travel Report- None

VI. New Business

A. Library Projects

Julie presented us with a hot spot proposal from T-Mobile, the device would be free, it would cost \$29.75 per month. Julie would like one to be used by the Outreach Librarian, for things like pop-up Libraries, the Farmers Market, etc.

Trustee Mallers moved to approve, 2nd by Trustee McCarroll, all were in favor.

The water heater in the downstairs Ladies room is out of order for the second time, it is being replaced, it is still under warranty.

A walk through was done at Winfield in January, however, there was no follow-up to get the items corrected. Julie is now working on this.

The HVAC in the meeting room zone at Winfield has gone out several times, Artic has advised us that this

is due to the age of the unit. Julie is planning on getting a quote to have the unit replaced. She plans on submitting this to the Landlord.

B. Approval of New Programming and Outreach Librarian

C. Approval to Update 2018 Salary Schedule

Trustee McCarroll moved that we approve Peter Lewis as the new Programming and Outreach Librarian and that we update our salary schedule from 14-a to 17-a. Second by Trustee Mallers, all were in favor

D. Professional Travel

Trustee Anderson moved that we approve professional travel, second by Trustee Klein.

VII. Acknowledgments

A. Monetary donation from Crown Point Lions Club for Summer Reading Program

B. Monetary donation from Barbara Klassen and Leona Bonich in memory of Jack Reynolds.

C. Monetary donation from Crown Point Community Foundation from Dr. John P. and Helen M. Birdzell Community Fund.

D. Monetary donation from John R. Birdzell for Youth Services Department to promote Early Literacy.

VIII. Public Comments

Trustee Klein reminded everyone of the upcoming used book sale which runs Wednesday, April 25 through Friday, April 28th at 3:00pm

Trustee Kendall mentioned ticket sales are slow for the upcoming Friends Tea, which is being held, Saturday, May 12th. Please encourage your friends to attend.

VIII. Adjournment

Trustee McCarroll moved to adjourn the meeting at 6:11pm second by Trustee Mallers, all were in favor, Meeting was adjourned.

Respectfully submitted,