

# CROWN POINT COMMUNITY PUBLIC LIBRARY

## Regular Meeting of the Board of Trustees

Tuesday, August 29, 2017

Vice President Vicky Klein called the Board of Trustees meeting to order at 5:01pm.

### I. Roll Call

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

Not Present: Pat Schuster

Trustee McCarroll motions to approve minutes of Regular Meeting on 07/24/2017 and Special Meeting on 8/15/17. Trustee Malloy-Rhee seconds, motion carried.

### II. Financial Report

A. Approval of warrants #22525-#22577

B. Approval of two transfer warrants for payroll on 8/31/17 & 9/15/17

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1266-#1269, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

Trustee McCarroll motions to approve, Trustee Malloy-Rhee seconds, motion carried.

Request to change the order of the meeting and start with discussion of the budget and approval to publish. Trustee Malloy-Rhee motions to approve, Trustee Mallers seconds, motion carried.

Trustee McCarroll would like approval of the amount budgeted for publication, stating that there are 2 amounts on the table. Would like to set another meeting to further discuss budget. Selina states they need to vote to publish and recommends a 1.9 million budget which should include a line for special projects putting the difference in one line item, or extra that should not be spent. Technically we have to have numbers that will be spent in each line. Kate discusses guidelines and deadlines to publish and that September 11<sup>th</sup> will be last deadline to give approval to publish. Info then has to be entered into Gateway and must appear 10 days before the Public Hearing, which is at the September 25th Board meeting. Fiona asks if the levy amount will be the same whether we publish the \$1.9 million or the \$1.7 million budget, and is told by Kate and Selina yes. Rose asks if we publish \$1.7 million, can we develop a working budget under that amount. Kate says yes, but the difference should be placed in one line item, so it can be differentiated easily, ie Special Projects line item. Once the line items amount are established, they remain at those amounts. Kate pointed out that the state expects us to put the adopted budget into our accounting system. That is an audit requirement, and also supports the State's transparency requirement.

Selina discusses comparisons on her handout noting that left and right sides match with the exception of Special Projects line. Mary Rhee says she would like to wait on approval until after a budget workshop for the Board. Fiona agrees. Discussion ensues about dates and times for meetings and it is decided that Wednesday September 6<sup>th</sup> at 5:00, there will be an Executive Session to finish the budget, with a possible second meeting on September 7<sup>th</sup>. Also, there will need to be a Special Meeting held on September 11<sup>th</sup> at 5:00pm, in order for the Board to give approval to publish.

Selina asks the Board if they will approve hiring for the open clerk position at Winfield Branch. Trustees Kendall and McCarroll both respond that they would like to table that until the budget workshop, Board agrees.

Trustee McCarroll motions to move budget discussion to Executive Sessions on September 6<sup>th</sup> and/or September 7<sup>th</sup>. Trustee Kendall seconds, motion carried.

Trustee Malloy-Rhee motions to have Special Meeting on September 11<sup>th</sup> to approve publication of the 2018 budget. Trustee Kendall seconds, motion carried.

III. President's Report: None

IV. Director's Report – Selina informs the Board she's heard from the Crown Point Community Foundation about the Matching Grant and was pleased with what was collected for it. Elizabeth Berg Author event was great. We won second place in the 4<sup>th</sup> of July parade with the library van. Security Guard has started again and Roscoe is training new guard. Selina has received bids for our HVAC from both Arctic Engineering and Johnson Controls. Selina informs the Board that the Arctic proposal is \$2,000.00 more than Johnson Controls bid, but she would like to go with Arctic and asks the Board for their approval. Board would like to wait until budget workshops to make decision.

Selina mentions that we often get requests for people to volunteer here due to requirements needed, and we usually tell them no. Fiona says the request she sent was from a special needs group. Selina talks about Circulation statistics, noting we have a year to date of total checkouts at 181,557. Rose asks if Selina has door counts, Selina says she does not have those together but will get that to them next meeting.

V. Old Business

A. Program Reports

1. Julie Wendorf- July program review had 30 adult programs with 796, 2 all age programs with 693, and 5 outreach programs with 39. Highlights were Elizabeth Berg Author visit, and Chicago by Design. Eclipse event for all ages had nearly 400 attendees. Rock painting event was well attended and Fiona was pleased that there were many special needs students. Looking forward to September Historical Trolley Tours. Submitted Women's Giving Circle Grant. Partnering with Youth Services in outreach program.

2. Mary Harrigan – 1400 Ref questions, 13 ILLs unfilled, Study rooms 186, 1 computer class. Hosted Counterparts meeting with 15 attendees, did Non-fiction display titled "Dummies". Day of eclipse had lots of quests with 94 calls from 9-12. In Room created Bi-Centennial brochure which they sent to State. Historical Molley the Trolley Tours all full.
3. Kristal Rada – July programs (not including SRP) had 40 programs with 1197 attendees, including a Yoga Storytime. Service day programs provided 150 items to give to the community, with Hearts for Hope, making and giving blankets to cancer patients, along with cards and candy sticks. Cards were also given to Police and Firefighters and bookmarks were given to Senior Centers. August had family Tie Dye. Over 400 participated in our Eclipse Day program. Getting ready for September storytimes, Home School Science and Math, and upcoming school tours. Kristal thanks the Board for letting her attend CYPD. Loved all the sessions. Have lots of new ideas to bring back, and have implemented some already to YS programming. Great to network with other librarians from around the state.
4. Brenda Thompson – Grant finished up, LOFS Lions Club presented \$400 check to go towards grant. Native American Program went well with 9 attendees. Eclipse program had 100. Books to Bridge will push back Lit Kits to Spring and will support "One State Read" in their book choices (see list). Storytimes are full, Aging Well classes coming in September. Total grant amounts received are \$2092.13, Kate will send collections report to the CP Foundation.

B. Travel Report – Handed out to Board.

## VI. New Business

- A. Library Projects – None
- B. 2018 Budget Discussion – Moved and approved to discuss further earlier on agenda
- C. Professional Travel
  - 09/18 Jim Gill: A Joyous Way to Learn Workshop – Satrke Co. PL – K. Rada, E. Barton, E. Ehrhardt and K. Pagorek
  - 10/06 Director's Meeting, Lowell PL – S. Gomez-Beloz
  - 10/25-27 Assoc. of Bookmobile & Outreach Services, Pittsburgh, PA – J. Wendorf
  - 10/26-27 ADOLPLI, Johnson County PL – S. Gomez-Beloz
  - 10/28 Geneology & Local History Fair, Indianapolis – J. Letcher
  - 11/12-15 ILF Annual Conference. Indianapolis – S. Gomez-Beloz

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

## VII. Acknowledgments

- A. Monetary donation from Girl Scout Troop 35106
- B. Monetary donation from Gloria Pyle for Youth Services Department

C. Monetary donations to the Winfield Grant Match from Margaret O'Connor, and Georgia and Carsten Falkenberg, Janet Katich, LOFS Lions Club, Judith Lazar and Kathryn Murphy

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

VIII. Public Comments – Winfield patron, James Battles comments that he really loves the Winfield Branch.

IX. Adjournment – Trustee Malloy-Rhee motions to adjourn, Trustee Kendall seconds, motion carried. Meeting adjourned at 5:54 pm.

**\*\*\*Date of Next Regular Meeting\*\*\***

**MONDAY SEPTEMBER 25, 2017**