

# Crown Point Community Public Library

## Regular Meeting of the Board of Trustees

Monday, February 26, 2018

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

### I. Roll call

Present: President Patrick Schuster, Trustees Fiona McCarroll, Rose Kendall, Chris Mallers, Marshall Anderson, Mary Malloy-Rhee, Vicky Klein. Also present were Business Manager- Kate Lodovisi, Julie Wendorf Kristal Rada, Brenda Thompson, Jacob Davis, Mary Harrigon, and Carol Bangsburg

Absent: None

President Patrick Schuster moved to approve the minutes of the Board of Finance Meeting, Regular Meeting and Executive Session on January 29, Executive Session and Special Meeting on February 5, and Executive Session on February 15, 2018. Trustee McCarroll motions to approve, Trustee Anderson seconds, motion carried.

### II. Financial Report

A. Approval of warrants #22862-22907

B. Approval of two transfer warrants for payroll on 2/28/18 & 3/15/18

C. Approval of net payroll deposits.

D. Approval of payroll related warrants #1290-#1293, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue.

E. Approval to void outstanding checks.

Trustee Kendall motions to approve, Trustee Klein seconds, all in favor, motion carried.

III. Presidents Report: None

IV. Directors Report: None

V. Old Business

A. Program reports

Brenda Thompson- January Programs numbered 6 Adult, with 45 attendees

10 Children's programs, with 220 in attendance

She is planning a Henna event, and just hosted a very successful "Blind Date With a Good Book" event. She also shared pictures of their various events and decorations.

Mary Harrigan- 449 patrons received computer help in January. They had 1,763 reference questions and study room usage was 226. We were unable to fill 4 ILL requests. We still have a working computer which takes floppy discs and were able to help a customer who needed information from one. The AARP tax program is full.

Jacob Davis- he is in the process of updating our tech plan for the next 4 years. He has also made a flow chart in case we lose our internet connection and he is unavailable. He is also making an instruction sheet on how to operate the AV equipment in the meeting rooms. He has applied to Tech Soup, which is a not for profit organization that helps other not for profit organizations save money on software.

Kristal Rada- Youth services hosted 29 programs, with 618 in

attendance. There were 200 children and 16 teens who participated in Winter Reading. Upcoming programs include a teen art class and pre-school tours.

Julie Wendorf- We had 44 adult programs in January with 467 in attendance. There were also 3 partner events with 68 in attendance. She also did an outreach program at Macarthur Elementary School and had 130 attend. The totals on Adult Winter Reading will be available next month.

B. Travel report: None

## VI. New Business

### A. Library Projects

Jacob discussed a proposal that was received from Chester to update our access points. If we sign the contract now we will be eligible for E-Rate discounts . Discounts do not apply to all items. If we sign now approval will take several months Cost will be approximately \$9,000.00-\$10,000.00 (before the discount), however, the discount should be about 50%. The E-rate discount eligible items work now, but are at the end of their life expectancy. If they go down, the library would not have internet. After discussion trustee Kendall moved that we sign the contract with Chester

Trustee McCarroll seconded the motion, all were in favor. Motion passed.

### B. 2017 Annual report for the State Library

Julie Wendorf advised us that most of the work has been completed and is ready to be entered into the report. Julie

will complete once she is approved as Director. The report is due March 1, 2018.

C. Approval of new Library Director

Trustee McCarroll moved that we approve Julie Wendorf as the new Director of the Crown Point Community Library.

The motion was seconded by Trustee Anderson, all were in favor. The motion was passed.

D. Approval of Youth Services Clerk-Elizabeth Ruff

Trustee Kendall moved for her approval and Trustee Klein seconded. All were in favor, motion passed.

E. June Board Meeting Date

Kate mentioned that we had changed our June Board meeting date to June 18<sup>th</sup>. Selina had planned on attending the ALA conference which would have conflicted with our regular meeting date. Since Julie will not be attending, Kate requested we move the date back to June 25<sup>th</sup>. Trustee Klein moved that we move the June Board meeting date back to June 25<sup>th</sup>. Trustee Malloy- Rhee seconded, all were in favor. The motion passed.

F. Approval to Apply for a Library Credit Card

Trustee Klein moved that we apply for a library credit card.

Trustee Kendall seconded the motion. All were in favor, the motion passed.

G. Professional Travel

3/2 Director's Meeting, Gary Public Library-J. Wendorf

6/3-6/5 International Public Fundraising Conference, Denver, Co.- L. Clemons

Trustee Mallers moved that we approve the professional travel. Second by Trustee Malloy-Rhee. All in favor, motion passed.

It was mentioned that we should not purchase non-refundable a ticket.

VII. Acknowledgements

- A. Monetary donation from Mary Ann Greiner for Periodicals
- B. Monetary Donation from Hometown Happenings for Youth Services Department

VIII. Public Comments

Carol Bangsburg mentioned that the James Conlon Periodical sign by the elevator needs to be corrected.

She liked the "Blind Date With A Good Book" idea and even took a book that Brenda had brought to share.

She feels that Julie will do a great job as director, but it will be hard to replace Julie in her former position.

VIII. Adjournment

Trustee McCarroll moved that we adjourn the meeting. Second by Trustee Mallers. All were in favor, meeting was adjourned at 5:50 pm.

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

**Monday, March 26, 2018-5:00pm**