

# CROWN POINT COMMUNITY PUBLIC LIBRARY

## Regular Meeting of the Board of Trustees

Monday, January 29, 2018

President Patrick Schuster called the Board of Trustees meeting to order at 5:05pm.

### I. Roll Call

Present: President Patrick Schuster, Trustees Fiona McCarroll, Rose Kendall, Chris Mallers, Marshall Anderson. Also present were Director, Selina Gomez-Beloz, Business Manager, Kate Lodovisi, Julie Wendorf, Kristal Rada, Brenda Thompson, Jacob Davis, and Carol Bangsburg (Friends).

Not Present: Mary Malloy-Rhee and Vicky Klein

President Pat Schuster moves to approve Regular Meeting on December 18, 2017 and Executive Session on January 22, 2018. Trustee Kendall motions to approve, Trustee Anderson seconds, motion carried.

### II. Financial Report

- A. Approval of warrants #22806 - #22861
- B. Approval of two transfer warrants for payroll on 1/31/18 & 2/15/18
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1286-#1289, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue
- E. Approval of Resolution for Appropriations Transfer

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

Rose asks everyone to hold on to the packet for referencing 2017 budget numbers throughout the year. The board will be reviewing each monthly report w/Kate to understand them better. Kate reviewed the Cash Balances portion of the financial report with everyone.

### III. President's Report: None

### IV. Director's Report:

Selina reports that the representative from T-Mobile called today to offer free hotspot devices for staff (2 total) when we sign up for service. The board asked for additional details on other services available for hotspots for staff. Also, more information on where this would be paid from since it was not in the prepared budget for 2018. This service will cost approximately \$30 a month, per device. Selina will ask for confirmation from T-Mobile.

Selina indicated that she would be tidying up loose ends and leaving detailed notes for any interim or new director. Selina will not be attending the ALA conference in Denver as originally approved last fall. The hotel has been cancelled. Because the flight was an

economy flight, there is no reimbursement. President Schuster suggested trying to cancel the flight to see if Southwest Airlines would reimburse the unused ticket. Selina indicated she would do that first thing in the morning.

## V. Old Business

### A. Program Reports:

1. Kristal Rada – December programs numbered 29 with 497 persons in attendance. At least 15 of those programs were story times. The January curriculum swap program was a huge success and plans are being made for future swaps. The Friends made about \$300 at the event. There was lots of positive feedback and it was shared that a missionary will be able to pick up extra materials after each program to be used for missionary educational programs around the world. The American Girl program was very successful and a patron even donated two new dolls for the program. A recent school tour had 60, 3-5 year olds! The preschool preview night will be 2/5/18. Story time in your PJs programs, partnered with Home Town Happenings, will be Friday night (2/2/18) after hours. Selina thanked Kate and Kristal for adjusting their schedules to work this program.
2. Brenda Thompson – Winfield had 10 YS programs with 209 persons in attendance. YA programs going strong and will include a Henna program. This has been a requested program from patrons. Brenda is working on creating a “cycle” of Adult programs so that the community will know when certain types of programs will occur on a regular basis. There is a dragon display for Chinese New Year and staff are working on their golf hole submission for the Mini Golf event in April. HVAC issues are still happening at the building. Brenda is keeping a log, which is accessible by Selina and Kate, on service calls and problems as they occur. In Dec/Jan there were six calls to Arctic for service. The meeting room temp has gotten as low as 49 degrees. Brenda thanked the board members who were able to attend the retreat last week. She found that very helpful and informative to have them there and hear their questions and perspectives.
3. Julie Wendorf – A review of the 2017 year in outreach was provided by a very nice info graphic. Over the course of the year, outreach and adult programs averaged about 35 per month. Julie also provided a year overview of the Literacy Center, which also included letters of thanks from students. The use of the Literacy Center is growing and it is expected that there will be 23 HSE completed by the end of the current school year. The letters show the true impact of the literacy center on our community. This report will be shared with the Conlon Family and the Crown Point Community Foundation.

### B. Travel Report – none.

## VI. New Business

- A. Library Projects – Proposals for technology replacement for Wi-Fi devices were received. This proposal, if approved, needs to be sent to the state by end of February in order to try and receive discounts for these items by the state. Jacob provided some background on the technology. We may not learn until later in the year if we are eligible for discounts. Going through this process does not obligate us to use this proposal. This is the necessary process to see if we are eligible for discounts.
- B. Approval of Policies – Computer Use, Access to Library Records, Interview/Moving Expenses. Motion to approve policies with recommended change by Trustee Mallers. Seconded by Trustee McCarroll. Motion passed. Recommend to change the words “may not” to “will not” in the sentence regarding the paying for alcohol during approved travel.
- C. Mileage Reimbursement Rate for 2018 – The mileage reimbursement will be 54 cents per mile. Motion made by Trustee McCarroll and seconded by Trustee Mallers. Motion passed.
- D. Review of Annual Financial Report for 2016 – Kate explained that the report needs to be reviewed with the current Board Treasurer to meet the auditor recommendations for internal controls. The 2016 report was reviewed with Fiona since she was the Treasurer at that time. A review of the 2017 report will be done after 3/1/18 with Fiona, as well as Rose as the current Treasurer.
- E. Update on Communications Specialist – the job description and expectations of the position were shared with the Board to make sure they were informed of the changes of this position.
- F. Professional Travel
  - 01/05 Director’s Meeting, CPCL – S. Gomez-Beloz
  - 02/02 Director’s Meeting, La Porte PL – S. Gomez-Beloz
  - 02/22 Reference Counterparts, Chesterton, IN – M. Harrigan
  - 03/20-24 Public Library Association Annual conference, Philadelphia – J. Wendorf

## VII. Acknowledgments

- A. Donation of the book Sentimental Journey: Family memories from the 1940’s & 1950’s by John R. Birdzell.

## VIII. Public Comments.

- IX. Adjournment – Trustee Mallers motion to adjourn. Trustee Kendall seconds. Meeting adjourned at 6:21 PM.

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

**MONDAY, FEBRUARY 26, 2018 – 5:00pm**