

# **Crown Point Community Public Library**

Regular Meeting of the Board of Trustees

Monday, March 26, 2018

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

I. Roll Call

Present: President Patrick Schuster, Trustees Rose Ann Kendall, Mary Malloy-Rhee, Marshall Anderson, Chris Mallers, Vicky Klein

Absent: Fiona McCarroll

Also present were: Director- Julie Wendorf, Business Manager-Kate Lodovisi, Mary Harrigon, Brenda Thompson, Laura Clemons, Carol Bangsburg and Carol Fisher

President Patrick Schuster, requested a correction be made to the 3/26/18 executive session minutes to reflect: Personnel issues were discussed.

He then moved to approve minutes of the Regular and Executive Session Minutes, (after correction) on February 26, 2018. Trustee Malloy seconds, all are in favor, motion carries

II. Financial Report

A. Approval of warrants #22908-#22959

- B. Approval of two transfer warrants for payroll on 3/30/18 and 4/13/18
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1294-#1297, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

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

III. President's Report- None

IV. Directors Report

Director Julie Wendorf reported that she has received a warm reception from both staff and patrons.

She passed around a copy of the completed annual report for our review, the report was submitted late, and she has not heard from The State yet to learn what that means.

She attended The Mayor's monthly meeting on 3/6/18

Julie also met with Deb Chiochina, Assistant Director of Curriculum and Instruction at the Crown Point Community Scholl Corporation, regarding a possible library partnership on their Lilly Comprehensive Counseling Grant Application.

She was asked to be a stakeholder at the Crown Point community School Corporation Advisory Group.

Julie was asked to be a Judge at the City's St. Patrick's Day Parade.

She reported that she attended several Webinars for professional development.

Julie attended the World Café Conversation at LCPL. She also reported on her attendance at the Public Library Association Conference that she attended.

Julie was also happy to report that she has been accepted to The Indiana leadership Academy.

The open position for Programing and Outreach librarian has been posted internally and publicly.

The damaged parking lot fence should be repaired shortly, there has been a delay in receiving supplies.

## V. Old Business

### A. Program Reports

Brenda Thompson-

- Winfield had 10 story times with an attendance of 218.
- A day care came to visit, attendance 103, with parents. 31 new library cards were issued.
- Meeting room use is up.
- They are excited about the hole they are sponsoring for the golf outing.
- 30 attended the Henna program
- Robert received a commendation from a parent, for his children's programs.
- Next week the annual "Something's Fowl" event will be returning.

#### Mary Harrigon-

- 435 computer questions were answered.
- Circs- 143 books borrowed, 31 lent, 3 unfilled
- 1300 reference questions were answered
- Study room usage 195
- An E-reader session was held
- The descendent drop in program is getting more popular

#### Laura Clemons

- Plans for our Mini Golf Fundraiser on April 14<sup>th</sup> are going well, there are still openings for sponsors.
  - The Friends of the Library will be hosting their annual Spring Luncheon, Saturday, May 12<sup>th</sup>. The

speaker will be Jeanene Letcher from our reference department.

Kristal Rada was not in attendance, but she did provide a written report.

- Total of 44 programs with 1362 participants.
- She partnered with Hometown Happenings for “Stories in your PJs” after hours event.
- Preschool event- 8 preschools participated, 97 were in attendance.  
All schools said they would like to do again next year.
- Winter Reading- 153 children and 14 teens participated.
  
- Upcoming, we will be hosting Author Peggy Archer
- More preschool fieldtrips
- Sphero Saturdays is now a monthly program
- American Girl Club is a popular monthly event

Julie Wendorf-

- We hosted 16 partnership events, with 630 in attendance, many were from the AARP tax prep program
- 46 library programs with 484 in attendance

- Adult Winter Reading – CP 83, Win 15

B. Travel Report- None

VI. New Business

A. Library Projects-None

B. Approval of Director's Salary

\$65,000.00 was proposed as our new Director's Salary. Move to approve by Trustee Kendall, second by trustee Malloy-Rhee, all in favor, motion carried.

C. Approval to Update Salary Schedule

A motion was made by Trustee Klein to add the new Director's Salary to the schedule, second by Trustee Malloy-Rhee, all were in favor, motion carried.

D. Approval to Hire new Outreach/Programming Librarian

It was decided that we did not need to vote on this item

E. Crown Point Community Library Endowment Fund Distribution

President Schuster moved that we roll over the distribution amount into the fund, second by Trustee Klein, all were in favor, motion passed.

F. Quotes for Landscaping Work

After reviewing proposals, Trustee Klein, moved that we stay with Hubinger's, second by Trustee Mallers.

All were in favor, motion carried.

G. Professional Travel

Trustee Anderson moved to approve professional travel, second by Trustee Mallers, all were in favor, motion carried.

VII. Acknowledgments

A. Monetary donation from Chrisopher Hussen for Indiana Room.

B. Monetary donation from Jean Dalton for Reference Department.

C. Monetary donation from Dr. John P. & Helen M. Birdzell Community Fund to the Youth Services Dept.

VIII. Public Comments

Carol Bangsburg mentioned that she is pleased with all Julie's efforts.

Carol Fisher mentioned that in Robert's Rules of Order Old Business is now referred to as unfinished business.

IX. Adjournment

Trustee Malloy-Rhee moved to adjourn at 5:40 pm  
Second by Trustee Kendall, all were in favor, meeting was adjourned