

# CROWN POINT COMMUNITY PUBLIC LIBRARY

## Regular Meeting of the Board of Trustees

Monday, November 27, 2017

President Pat Schuster called the Board of Trustees meeting to order at 5:00pm.

### I. Roll Call

Present: President Pat Schuster, Trustees Janet Katich, Vicky Klein, Chris Mallers, Fiona McCarroll, and Rose Kendall. Also present were Director, Selina Gomez-Beloz, Business Manager, Kate Lodovisi, Kristal Rada, Julie Wendorf, Brenda Thompson, and Mary Harrigan.

Not Present: Mary Malloy-Rhee

President Schuster motions to approve minutes of Regular Meeting and Executive Session on 10/23/17. Trustee Klein moves to approve, Trustee Kendall seconds, motion carried.

### II. Financial Report

- A. Approval of warrants #22683 - #22750
- B. Approval of two transfer warrants for payroll on 11/30/17 & 12/15/17
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1278 - #1281, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

Trustee Fiona motions to approve Financial Report (A-D), and Trustee Katich seconds. Motion approved.

Kate noted that the hard copy of our audit results was received from the SBOA.

### III. President's Report: None

IV. Director's Report –More libraries have joined in committing to the Library Passport program. Still waiting on a few libraries for a response. Digital time sheets will be sent to staff in December. Also received word that the library is a beneficiary of a local estate. Details will be provided when they have been worked out.

### V. Old Business

#### A. Program Reports

- 1. Brenda Thompson – Programs going well. At least 10 children's programs with 215 attendees. The Day of the Dead program had 27 people and the adult programs are still going well. Winfield has passed all inspections for the

Township. The HVAC is still being fixed by Arctic. We believe the part that is bad is under warranty. Brenda will continue to work with the company. News of note: Winfield is applying for their own zip code.

2. Mary Harrigan – 571 computer help questions and 1800+ reference questions answered. There were 242 study room uses – so still very busy. Since last meeting, only 5 ILL requests went unfilled. There will be a new database display to bring attention to the resources available. A Veterans Day display will up the month of November. The Haunted Crown Point program had 50 people attend and then many of them came upstairs to visit the Indiana Room. Jeanene will be attending a Genealogy and Local History Fair one-day conference.
  3. Kristal Rada – 41 programs with 731 people in attendance were presented. Kristal presented a story time outline that she and her staff use to develop story times. This outline show how their choices in books, song, play, and craft touch on literacy actions for children. They will have their first robot program on December 11 with items purchased through the LSTA grant awarded earlier this year.
  4. Julie Wendorf- There was 50 programs with 1162 people in attendance. Yoga has been popular with patrons and is now presented four times a month. Water color and color pencil classes are also very popular. Grant Fitch was a great program! There were 1770 people who participated in the pumpkin walk and most visited the library. Julie had to cancel being at Winfield Fest due to extreme weather. Library in a Box is adding more facilities and Books to Bridge will be focusing on Mary Shelley's Frankenstein.
- B. Travel Report – No questions on report presented.

## VI. New Business

- A. Library Projects – Due to the extra work on the budget this year, Selina will be asking for an extension on the Strategic Plan. Updates will be provided.
- B. Personnel Update – Selina highlighted the changes in total personnel since 2014.
- C. Nominating Committee – Rose and Janet thanked everyone for their consideration of taking on position. The nomination roster for December is:

Pat Schuster – President  
Mary Malloy-Rhee – Vice President  
Vicky Klein – Secretary  
Rose Kendall – Treasurer

A vote will be taken at the December Board of Trustee meeting. Selina will call Marshall Anderson to invite him to the December meeting.

- D. PLAC resolution – There are no changes in the PLAC fee for 2018. The fee is \$65. Trustee McCarroll motions to approve, Trustee Klein seconds. Motion is approved. Funds will be transferred to cover the PLAC fees incurred in 2017.
  - E. Board meeting dates for 2018 – Dates presented for 2018. Trustee Klein will not be able to attend the January 29 meeting. May, June, and December meetings will be on the 3<sup>rd</sup> Monday of the month to accommodate holidays.
  - F. Holidays and Closed Days for 2018 – Dates presented for 2018. The March In-Service date will be changed from March 16 to a different date to avoid having the library closed two days in a row due to St. Patrick’s festivities in town.
  - G. Professional Travel – 11/28 Financial Counterparts meeting – Kate Lodovisi Trustee Katich motions to approve, Trustee Mallers seconds. Motion is approved.
- VII. Acknowledgments - None
- VIII. Public Comments –Rose Kendall of The Friends would like to remind those who purchase items from Amazon online can use the Amazon Smile function to have a portion of their purchase be donated to the Friends of the Library.
- Bev Nolan asked for clarification on Sunday hours in 2018.
- IX. Adjournment – President Schuster calls for adjournment, Trustee McCarroll motions, Trustee Kendall seconds, motion carried. Meeting adjourned at 5:45PM.

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

**MONDAY December 18, 2017 – 5:00 PM**