

# CROWN POINT COMMUNITY PUBLIC LIBRARY

## Regular Meeting of the Board of Trustees Monday, September 25, 2017

President Pat Schuster called the Board of Trustees meeting to order at 5:15pm.

### I. Roll Call

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

Not Present: None

Pat Schuster motions to approve minutes of Regular Meeting on 08/29/2017, Executive Session on 9/06/17 and Special Meeting on 9/11/17 with corrections: noting the 8/29/17 minutes show him in attendance for Roll Call (he was not). Also Janet Katich was in attendance at 9/6/17, and Chris Mallers was not for Special Meeting. Trustee Klein moves to approve, Trustee Mallers seconds, motion carried.

### II. Financial Report

- A. Approval of warrants #22578-#22627
- B. Approval of two transfer warrants for payroll on 9/29/17 & 10/31/17
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1270-#1273, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

Trustee McCarroll motions to approve, Trustee Klein seconds, motion carried.

### III. President's Report: None

### IV. Director's Report –Selina picked contractor to install hand dryers in restrooms and they will be installed soon. In-Service Day will be on 10/9/17 at the main library. Fire Department will be demonstrating use of fire extinguishers and some emergency procedures. Library security guard will cease on 10/13/17. Selina and Laura have been working on handouts for patrons about rights, responsibilities and behavior at the Library.

Selina has been collaborating with other library Director's to create a Passport program, highlighting each library's systems and providing reciprocal borrowing. Met with Winfield Branch staff regarding their closings. Selina hands out talking points that she and Laura have been working on for a press release and a patron handout.

## V. Old Business

### A. Program Reports – Mary Harrigan on vacation, Reference Report handed out.

1. Brenda Thompson - More kids coming to Storytime. Good response to Mastery of Aging Well program, with 14 signed up for next session. Storyteller coming in October. Received Grant Match check, and will be purchasing some items in memory of one of the donor's husband. Very excited about "Meet the Friends" event on 10/10/17 at the Winfield Branch.
2. Kristal Rada – Katy Pagorek finished her last day with Youth Services on 9/21. August had 14 programs with 154 attendees (not including Eclipse program). Kristal notes that our other Eclipse Experience program was well attended, and was additional program held as part of our agreement to receive the eclipse glasses. Starting Fall Storytimes, but due to short staff, will now combine Book Babies and Terrific Two's. Fall also brought back Home School Science and Math Programs, all well attended. LSTA Grant was fully approved and can now start purchasing.
3. Julie Wendorf- August programs had 678 attendees, Adult Outreach had 56, 27 Adult programs with 483 attendees. Cheese Making 58, and Rock Painting with 60 Many new displays including Banned Books Valparaiso Artist Book Covers. September is Adult Learning and Library Card sign up month. Had great Farmers Market season and Book Sale raising \$384.00. Upcoming programs will include Symphonic Band on 10/17/17, Haunted Book Signing (Indiana Room), and an Adult Spooky Storytime with Grant Fitch.

### B. Travel Report –Handed out to Board.

## VI. New Business

### A. Library Projects – None

**B** Professional Travel – Selina notes Mid-Winter ALA Conference will be held in Denver. Airfare and hotel options are discussed. Selina thinks she might be able to get a \$59.00 (one way) flight. Fiona and Rose express concerns about going over budget. Pat asks if funds could be used now, for flight & hotel reservations from 2018 travel budget. Kate says any payments now would need to come from the 2017 budget. Other upcoming travel includes a Conference in Pittsburgh (Julie Wendorf), and for Selina, ILF in Indianapolis in November, ALA in February in Denver, and ALA in New Orleans in June. Fiona asks if the airfare to Denver can be covered from the 323 Traveling Expense line item. Kate says yes, and that there is a balance of \$217.60 in that line item. Kate

asks that the Board designate that line item specifically for the expenditure, as it would normally be paid from line item 324, Professional Meetings.

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

VII. Acknowledgments

- A. Monetary donation to the Winfield Branch from Shive-Hattery
- B. Monetary donation from Sally A. Steele

VIII. Public Comments – Carole Bangsburg wishes the Board good luck with the Budget. She supports Professional Travel and feels the Library is very important to the community. James Battles (patron from Winfield) says he thinks Brenda and staff do a fantastic job. Katy Pagorek asks why travel budget of \$5,000 was not cut or eliminated with current budget cuts, and Sundays being closed. Pat responds, there was a balance to be struck and explains that travel is crucial in Selina's role as Director, also it was determined upon her hiring that it would be necessary. Pat also notes, cutting Sundays was actually just a small part of total cuts, but truly appreciates her concern. Janet Katich remarks, that what is brought back from conferences, is important and needs to be maintained.

Priscilla, Winfield patron (recently retired from US Steel) and part of union, says that they too had push back regarding travel, but came to realize how important it was to all.

Selina comments on her involvement in opening up travel and professional development opportunities.

Carole Bangsburg says that Selina always shares her information and any organization, should have professional development.

Selina notes that she had to make \$300,000.00 difference in budgets from 2017 to 2018. There were many cuts to the budget behind the scenes, while maintaining standards and goals.

Cindy Baumeister questions why Winfield's closed hours are still being used by staff throughout the week. Selina explains that closing Winfield for 12 hours was necessary, and that it allowed Winfield to keep two staff at the same time, covering all the hours necessary. Cindy also questions why Winfield can have 3 or 4 staff at a time. Selina says those numbers are not accurate, and staff is needed to cover all the open times.

IX. Adjournment – Trustee McCarroll motions to adjourn, Trustee Malloy-Rhee seconds, motion carried. Meeting adjourned at 6:00 pm.

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

**MONDAY OCTOBER 23, 2017 – 5:00 PM**