

Crown Point Community Public Library

Regular Meeting of the Board of Trustees

Tuesday, June 25, 2019

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

I. Roll Call

Present: Trustees , Marshall Anderson, Pat Schuster, Rose Ann Kendall, Chris Mallers and Vicky Klein

Absent: Fiona Mc Carroll and Mary Malloy-Rhee

Also present were: Director- Julie Wendorf, Mary Harrigan, Peter Lewis, Brenda Thompson, Laura Clemons, Kate Lodovisi and Kristal Rada.

II. Approval of Meeting Agenda

Trustee Klein moved to approve the meeting agenda, second by trustee Kendall.

III. Approval of Minutes of Regular Meeting

Trustee Anderson called for the approval of the minutes of the Regular Meeting on May 20, 2019, second by Trustee Kendall. All were in favor.

IV. Financial Report

Trustee Kendall moved for:

A. Approval of warrants #23675-#23741

B. Approval of two transfer warrants for payroll on 6/28/19 and 7/15/19

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1354-1357, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue.

Second by Trustee Anderson

V. President's Report- None

VI. Directors Report-

Director Julie Wendorf – Julie has just returned from the ALA annual meeting in Washington D.C. She attended many interesting and informative sessions. She was also able to network with some of our vendors.

Julie continues to do community outreach and attended several community events including: the Grand opening of Bulldog Park, Rotary, and the Corn Roast, to name a few.

Julie is continuing to be informed by attending several webinars.

The new green space on the Main St. side of the building has been completed. Five benches that have been donated by the City will be placed in that area, once the grass is established.

Peter Lewis has shifted into his new position, but continues to help with outreach until our new outreach librarian starts her job on July 8th. Special thanks to Peter for his helpfulness and flexibility.

Julie has been asked to join the Indiana Library Federation's IPLA board. She will be representing NWI libraries on the board.

Julie was able to network with several elected officials at the Bulldog Park Ribbon cutting and also at the 16 plus meeting that she attended.

Kate and Julie are hard at work on next year's budget and will be presenting preliminary number at our July 29th meeting.

VII. Unfinished Business

A. Program Reports-

Mary Harrigan-Reference

207 patrons used our study rooms in May. We borrowed 153 books from other libraries and loaned 47 of ours. There were no unfilled requests. We answered 536 technological questions and 1,608 reference questions.

The display this month Space to highlight Summer Reading.

We proctored 1 test in May.

The Indiana Room currently has a window display of Jerry Ross' Endeavor 1998 flight memories. The display also includes photos and information about Indiana's influence on the space program.

The historic homes tours continue to be popular and will continue through the summer.

Jeanene has also been working on a project in conjunction with the Field Museum; Calumet Voices, National Stories Exhibit. The first phase of the project is scheduled to open June 28th.

Kristal Rada-Youth Services

Total of 36 children's and 6 teen programs with 849 in attendance. 317 reference transactions.

We hosted 15 school tours from preschool through middle school. 682 students and parents attended.

We now have opportunities for teens to earn service hours.

So far 1115 children are registered for summer reading at CP and 220 teens.

Additional programs have been added to accommodate demand.

Peter Lewis- Adult Programing and outreach

Programs 40, attendance 620

Outreach programs: 2 attendance 714

Peter created a graphic novel and comic book display to increase circulation stats for our collection.

Peter has been doing some continuing education to help with transition to his new position in technical services.

On July 8th we will be hosting NASA Solar System Ambassador from West Lafayette. He will be presenting a program on the Apollo program celebrating the 50th anniversary of Apollo 11.

Indiana University Northwest will be at the library, July 25th and 31th for a two part series on the history of jazz.

On September 4th two professors from Valparaiso University will be at the library to give a presentation on the city of Gary.

Brenda Thompson-Winfield

12 childrens' programs with 267 in attendance

3 adult programs with 21 participants.

Brenda continues to co-chair the Books to Bridge the region

Winfield highlighted a Patron in May, Daniel Stefanski.

Daniel has written a book How To Talk To An Autistic Kid. Daniel is autistic. He wants to share that people can accomplish what they set their minds to.

Laura Clemons- The area libraries will have a booth at the Lake County Fair this year. We will be manning the booth on Thursday, August 8th, from Noon – 10:00 p.m.

The Friends have purchased cloth bags that are for sale at the circulation desk.

There will be an informational meeting on the Friends' sponsored tour to Ireland on July 29th at 10 a.m.

B. Travel Report- None

VIII. New Business

A. Library Projects- Julie is asking to have her spending limit increased to \$10,000. It was decided to review our policy before a decision is made.

B. Renewal of Building Insurance

After discussion, Trustee Klein moved that we stay with our current insurance provider, Selective Insurance. Second by Trustee Anderson. All were in favor.

C. Approval of New Employees

Daniela Tekeli-Youth Services Clerk

Anita Calderon-Programming and Outreach Librarian

Trustee Klein moved to approve our new employees, second by Trustee Kendall. All were in favor.

D. Costco Credit Card

Julie applied for an executive membership and a Costco credit card, we have been purchasing supplies from Costco at a huge savings. Having the Executive Membership as well as the credit card allows us to get double the cash back. When the credit card was approved it came with a \$20,000.00 limit. Julie stated

she will just use it up to her spending limit. It was agreed that we will review the policy.

E. Professional Travel

Trustee Anderson moved for the approval of professional travel, second by Trustee Klein

IX. Acknowledgments

A. Monetary Donations From

Marshall Anderson

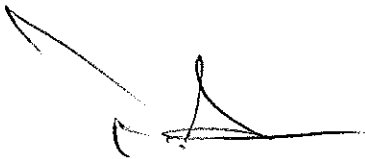
Billy and Phyllis Walker through the CP Community Foundation

X. Public Comments- Carol Bangsburg wanted to thank everyone for all their hard work.

XI. Adjournment-Trustee Kendall moved to adjourn at 5:52 p.m. Second by Trustee Mallers. All were in favor.

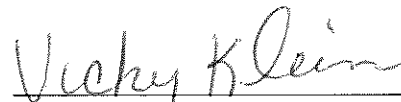
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Respectfully submitted,

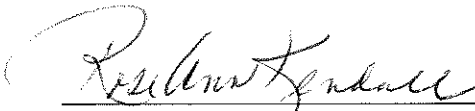


Patrick A. Schuster, President

Mary Malloy-Rhee, Vice President



Vicky Klein, Secretary



Rose Ann Kendall, Treasurer

Fiona McCarroll



Marshall Anderson



Chris Mallers