

# **Crown Point Community Public Library**

Regular Meeting of the Board of Trustees

Monday, December 16, 2019

President Pat Schuster called the Board of Trustees meeting to order at 5:01 pm.

## **I. Roll Call**

Present: Trustees , Marshall Anderson, Pat Schuster, Fiona McCarroll, Chris Mallers, Mary Malloy-Rhee, Rose Ann Kendall, and Vicky Klein

Absent: none

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

## **II. Approval of Meeting Agenda**

President Schuster requested we add a discussion of the new Winfield Branch Supervisor job description to the agenda.

Trustee Malloy-Rhee moved to approve the amended meeting agenda, second by Trustee Anderson. All were in favor.

## **III. Approval of Minutes of Regular Meeting November 25, 2019 and Executive session on December 5, 2019.**

Trustee McCarroll moved to approve the minutes, second by Trustee Kendall. All were in favor.

#### **IV. Financial Report**

Trustee Kendall moved for:

- A. Approval of warrants #23993-#24039
- B. Approval of two transfer warrants for payroll on 12/30/19 and 1/15/20
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1378-1381, ACH Payments for Deferred Compensation, and PERF. Second by Trustee Malloy-Rhee. All were in favor.

#### **V. President's Report- None**

#### **VI. Directors Report- Julie Wendorf**

Julie reported on the numerous, meetings, events, and outreach programs she participated in this past month. The first phase of partnerships with CPHS began in December as 57 AP Geography Students were issued library cards, special thanks to Coleen Kasch and Cris Genovese, who assisted with the program.

#### **VII. Unfinished Business**

##### **A. Program Reports**

##### ***Mary Harrigan- Reference***

211 patrons used our study rooms in November  
SRCS-We borrowed 152 books from other libraries,  
and we loaned 55 of our books, there were 3 unfilled requests.

535 technical questions were answered.

1,605 reference questions were answered.

Focus in November was learning the new copier.  
Non-Fiction display is: "Snow Better Time To Read"  
The Indiana Room is showcasing the Crown Point  
Historical Ornaments.

Jeanene continues to be busy with the Calumet  
Curators Group. Phase 2 of their project is scheduled  
to open at the Gary Public Library in January.

***Laura Clemons-Communications Department***

Library Giving YTD \$160,160.21

Laura is currently working on our year end report  
which will come out in January.

She also reported on the Friends election and  
upcoming events for next year.

**Peter Lewis**-Talked about his new role as head of  
Technical Services.

***Youth Services- Kristal Rada***

Total Programs-45

Attendance- 762

Number of reference transactions 326

Story times at St. Jude House are continuing monthly.

Upcoming event: Happy "Noon" Year's Party

Popular Event: Tea-Rex Dinosaur Tea Party

**B. Travel Report-** was presented and discussed.

**C. Election of Officers for 2020**

President-Pat Schuster

Vice President-Mary Malloy Rhee

Secretary-Vicky Klein

Treasurer-Rose Kendall

Trustee McCarroll moved that we approve the officers for next year as listed, second by Trustee Kendall, all were in favor.

**VIII. New Business**

**A. Library Projects-**None.

**B. Job Description For Winfield Supervisor**

The job description was reviewed and discussed Trustee Klein moved to approve, second by Trustee Kendall. All were in favor.

**C. Approval To Amend Salary Schedule For 2020**

Changes to the salary schedule were reviewed and discussed, Trustee Klein moved to approve, second by Trustee McCarroll. All were in favor.

**D. Approval Of Official Salary Schedule for 2020**

Salaries for next year were discussed, Trustee McCarroll moved to approve a 2% raise, second by Trustee Klein. All were in favor.

## **E. Professional Travel**

Trustee Anderson moved for the approval of professional travel, second by Trustee Mallers. All were in favor.

## **IX. Acknowledgments**

### **A. Monetary Donations**

Marshall Anderson

Janet I. Katich

- X. **Public Comments-** Carol Bangsburg complimented Julie and the Library Staff on the great job they are doing. She was especially impressed with the number of reference questions answered each month. Carol also commented on the Noon Year's Party.

- XI. **Adjournment-** President Schuster asked for a motion to adjourn. Trustee Klein moved to adjourn second by Trustee Mallers at 5:37 p.m. All were in favor.

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Respectfully submitted,



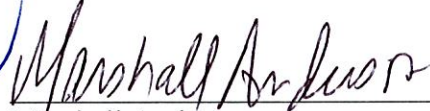
Patrick A. Schuster, President



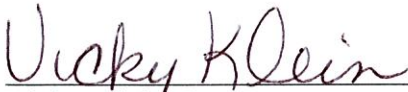
Fiona McCarroll



Mary Malloy-Rhee, Vice President



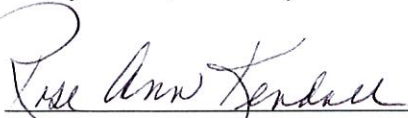
Marshall Anderson



Vicky Kleir, Secretary



Chris Mallers



Rose Ann Kendall, Treasurer