

10/28/19 Crown Point Board of Trustees Monthly Board Meeting Minutes

Submitted by Vicky Klein – Secretary (Initials ____). Scribed by Rose Kendall - Trustee

Call to Order – By President Pat Schuster 5:00 PM 10/28/19 – CPCL Board/Trustee Meeting Room

Roll Call - In Attendance: Trustees Pat Schuster, Rose Kendall, Mary Malloy-Rhee, Marshall Anderson, Fiona McCarroll. Absent: Trustees Vicky Klein and Chris Mallers. Staff present: Julie Wendorf, Kate Lodovisi, Laura Clemons and Mary Harrigan.

Approval of Meeting Agenda

MOTION (Pat Schuster) - Approve modified Agenda. Add Main Branch Closure 4/3/20 ILF Regional Conference. 1st Fiona McCarroll, 2nd Mary Malloy-Rhee. Approved.

MOTION (Pat Schuster/Julie Wendorf) - Approve Main Branch Closure 4/3/20 ILF Regional Conference, 1st Marshall Anderson, 2nd Fiona McCarroll. Approved.

Approval of Minutes of Regular Meeting of September 23, 2019

MOTION (Pat Schuster) - Approve September 23rd CPCL Board/Trustee Meeting Minutes. 1st Mary Malloy-Rhee, 2nd Fiona McCarroll. Approved.

Approval of Financial Reports

MOTION (Rose Kendall):

Approve warrants #23897-#23945.

Approve transfer warrants for payroll on 10/31/19 and 11/15/19.

Approve net payroll deposits.

Approve payroll related warrants #1370-#1373.

Approve ACH Payments for Deferred Compensation & PERF

1st Rose Kendall, 2nd Marshall Anderson. Approved.

President's Report - No 10/28/19 Report

Director's Report

NILBA Workshop and Meeting 10/29/19, John Chrastka *EveryLibrary*

Community Outreach: Mayor's Meeting, CP Council Meeting, Rotary, Winfield Harvest Fest, Library Spooktacular Day.

Professional Development:

- Webinars: ISL – Grants for Youth Services.
- Meetings: CPHS Database, Indiana OB Navigation Program, Raymond James Bond Refinancing Meeting, ILF Fall Forum-Advocacy training, CPCL Friends Meeting, Lake County Council Meeting, B2B the Region Meeting, NWI Directors Meeting, CPCSC Lilly Grant Leadership Team.

Budget: Binding Review of the 2020 budget is complete

Happy Anniversary: 3 yrs Winfield Branch, 7 yrs Crown Point location.

Projects:

- In-Service: Customer Service the Disney Way (Trustee Fiona McCaroll is also a trainer)
- Debt Refinancing: Exploring lower interest rate. Met with Raymond James reps and scheduled a 11/11 meeting with Baker Tilly (aka Umbaugh) and Pat Schuster.
- Winfield Lobby and Marketing Project: Laura Clemons finalizing unified look and redesign of Winfield lobby.
- Chair and Bench Upholstery: exploring work on all remaining seating in Children's Library.
- Play Area CPCL Children's Library: Furniture ordered utilizing the Birdzell donation honoring Sharon Greening for a new interactive play area.
- Digital Access Cards: full implementation delayed, Library is piloting, targeting particular CPHS classes (AP Human Geography). Presenting an overview to all CPHS teachers in January.
- ILF Conference: Laura Clemons will be presenting on Library fundraising, highlighting "A Hole Lot of Fun" mini-golf event.
- Library Staff Reorganization: Continues to work on staffing plan.

Unfinished Business

Communications Department – Laura Clemons

- Library Giving: YTD \$158,740.21. Donation Acknowledgment: Marshall Anderson, *In Memory* Carl Zygmunt.
- Marketing/Communications: By the Numbers brochure distributed. November Library Newsletter distributed.
- Friends Report: Next Meeting 11/12 at 10AM. Bunco for Books Fundraiser Friday 11/1. Chicago Bus Trip 12/4.
- Continuing Education:
 - UW-Madison Online Course – Accidental Fundraiser
 - ILF Conference – 11/2-5
 - Presenting with J. Wendorf on community event partnership & engagement
 - Library Marketing & Communications Conference 11/12-15

Note: There is information in the CPCL monthly newsletter, plus a waiver available to obtain written permission to use patron pictures in Library media.

Reference Department Report – Mary Harrigan

- Study Rooms: Used by 197 patrons
- SRCS: 205 books borrowed. 80 Loaned. 3 fiction, 2 non-fiction requests unfilled.
- Computer Help: 762 technological questions
- Reference Questions: 1921
- Displays: "Witch book will you choose?"
- Indiana Room (Jeanene Letcher): Displays, tweets, Descendant Drop-ins, 2 Historic Home tours. Attended CP Historic Preservation Commission meeting and Calumet Curators Group. Researching upcoming displays.

Program Outreach Report – written report distributed

10/28/19 Crown Point Board of Trustees Monthly Board Meeting Minutes

- 34 Programs, 467 Attendees
- Library Card Sign-up Month
- INseparable Speaker Program
- Trolley Tours
- Weekly Yoga and Meditation Program

Youth Services Report -- written report distributed

- # of programs: PreK 27, School age 13, Teen 2, All age 5, Outreach 1
- Attendance 1,174
- Reference Transactions 315
- Notables: Outreach-Birth to School, Trinity Lutheran 2nd grade tour, Sweet Pea Preschool tour, Chess club, Storytime on the Lawn.
- Displays: Library Card Sign-up, Nonfiction Spotlight, Hispanic Heritage Month, Fall themed books, Talk Like a Pirate Day.
- Professional Development: Webinars-Book to Approach Trauma-Informed Education, Booklist-Fabulous Fall Series.
- Hosting Beth Yates, ISL Summer Reading and Advisory Training on 12/12.

Winfield Branch -- written report distributed

- # of Programs -- 6 children's 272 participants. 7 adult 139 participants. 2 all age 18 participants
- Reference assistance -- 365 events
- Outreach -- Avicenna monthly (30-36 students). Contacting HS for future events
- Books 2 Bridge (B2B) the Region -- Purdue donated \$3,000. Successful year.
- Current Winfield building schedule and work tasks explained.
- Library Card Sign-up -- new cards 71, all types 154
Kindle contest entries -- 120 children, 215 adults
- Banned Book Display
- Continuing Education: Webinar: Scams, Fraud and Identity Theft

Business Office -- No current report

Travel Report -- report distributed. Will be slightly over budget at end of 2019 . There were two NILBA dinners this year, plus several additional training events. Adjusted 2020 budget to reflect this activity level.

10/28/19 Crown Point Board of Trustees Monthly Board Meeting Minutes

New Business

Library Projects: See Director's Report above.

Patron complaint – copy distributed. Julie Wendorf will respond accordingly.

Nominating Committee: Pat Schuster appointed Fiona McCarroll and Vicky Klein. Slate to be presented at November Board Meeting.

RESOLUTION (written) Continued Internet Consortium

1st Marshall Anderson, 2nd Rose Kendall. Approved.

RESOLUTION (written) Reciprocal Borrowing – CPCL & Lake County Library

1st Mary Malloy-Rhee, 2nd Fiona McCarroll. Approved.

CP Rotary Club Board Meeting: Information only: Rotary Executive Board will meet in Library Meeting Room 7:30-8:30 AM, 3rd Monday of the Month. Kate Lodovisi to be Library Staff point person.

Profession Travel

MOTION (Pat Schuster)

Approve 10/17 Youth Services Counterparts, Lake Station – K. Rada

Approve 11/01 PR7 Workshop, Hammond PL – L. Clemons

Approve 11/08 Directors Meeting, Lowell PL – J. Wendorf

1st Marshall Anderson. 2nd Mary Malloy-Rhee. Approved

Acknowledgements:

Donations:

Marshall Anderson,

In Memory of Carl Zygmunt.

Lois Lottes

Public Comment: Carol Bangsberg complimented staff.

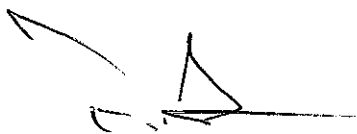
Adjournment

MOTION (Pat Schuster) Approve adjournment at 5:29 PM 10/28/19

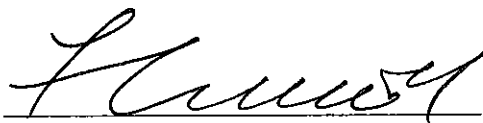
1st Marshall Anderson. 2nd Fiona McCarroll. Approved

Crown Point Community Library
Minutes of Regular Meeting, Board of Trustees
October 28, 2019
Page Five

Respectfully submitted,




Patrick A. Schuster, President



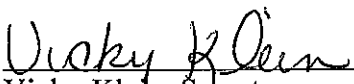
Fiona McCarroll



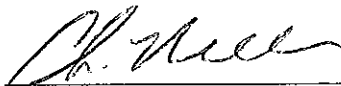
Mary Malloy-Rhee, Vice President



Marshall Anderson



Vicky Klein, Secretary



Chris Mallers



Rose Ann Kendall, Treasurer