

## **Crown Point Community Public Library**

### **Regular Meeting of the Board of Trustees**

**Monday, December 18, 2023**

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

#### **I. Roll Call**

Present: Pat Schuster, Vicky Klein, Lauren Zurbriggen, Kristin Mahle, Chris Tufts, Mary Malloy-Rhee, Marshall Anderson

Also present: Julie Wendorf, Kate Lodovisi

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

President Schuster moved to approve the meeting agenda, second by Trustee Anderson. All were in favor.

#### **III. Approval of Minutes of Regular Meeting on November 27, 2023.**

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

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

Trustee Anderson moved for:

A. Approval of warrants #26685-#26731

B. Approval of two transfer warrants for payroll on 12/29/23 and 1/12/2024

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1569-#1572 and ACH Payments for Deferred Compensation, and PERF.

Second by Trustee Klein. All were in favor.

#### **V. President's Report-** Farewell and gratitude for Mary Malloy-Rhee on her years of service to the library.

#### **VI. Director's Report-** Julie shared that the Tour of Lights had been a success with over 20 tours having taken place and the Model Train

displayed at the library also attracted an estimated 400 people. Julie finished her ILF cohort and introduced the Long-Range Plan and a new full time Administrative Specialist role.

- i. Trustee Klein made a motion to approve the new job description of Administrative Specialist as presented, seconded by Trustee Mahle. All were in favor.
- ii. Trustee Anderson made a motion for the enlargement of PERF in order to accommodate the new position salary, seconded by Trustee Malloy-Rhee. All were in favor.

Julie also shared that with the library celebrating the 1-year anniversary of going fine free, there has been positive reception.

New trustee Ryan Elinkowski was voted in at the recent commissioners meeting and will join beginning in January 2024.

## **VII. Unfinished Business**

- A. Program Reports-Reports provided in the packet or in print at the meeting.
- B. Travel Report- Provided in print
- C. INPRS Discussion – None

## **VIII. New Business**

- A. Library Projects
  - i. Painting of wall protection has been completed but the shelving is on a manufacturers delay and should be expected in January.
- B. Approval of Resolution for Additional Paid Vacation Time for Full-Time Staff
  - i. Trustee Klein made a motion to approve additional paid vacation time to be distributed to Full-Time Staff from Director's unused bank, seconded by Trustee Malloy-Rhee. All were in favor.
- C. Approval of Resolution for Additional Director Compensation
  - i. This is not a change in policy of PTO payout, but due to extenuating circumstances not allowing for PTO days to be utilized, request has been brought to board for a vote to allow Julie to be paid out for 5 new PTO days that she was unaware of until October 2023. Trustee Klein moved to approve the

payment equal to 5 PTO days, seconded by Trustee Anderson.  
All were in favor.

D. Approval of Transfer to LIRF

- i. Trustee Anderson moved to approve, seconded by Trustee Mahle. All were in favor.

E. Added Agenda Item – Long Range Plan

- i. Updates were made to the plan to reflect updated statistics and data, accomplishments, facilities, services, technology projects, updated partnerships, library goals and objectives and equipment replacements. A survey will be conducted in 2024 to create updated goals and objectives for strategic plan.
  - i. Trustee Malloy-Rhee made a motion to approve the use of the updated long-range plan, seconded by Trustee Klein.

F. Election of Officers for 2024

- i. President Pat Schuster, Vice President Marshall Anderson, Treasurer Chris Tufts, Secretary Lauren Zurbriggen
  - i. Trustee Mahle moved to approve, second by Trustee Zurbriggen. All were in favor.

G. Professional Travel

12/19 Calumet Curator's Meeting, Hammond – J. Letcher

01/19-22 ALA Midwinter Conference, Virtual – J. Wendorf

01/23 ILF Advocacy Statehouse Day, Indianapolis – J. Wendorf, E. Wagner

03/10-11 ILF Youth Services Conference, Bloomington, IN – A. Fack, YS Assistants

- i. Trustee Anderson moved to approve, second by Trustee Klein.  
All were in favor.

## **IX. Acknowledgements**

A. Monetary donation from Marshall Anderson

B. Donation of 2 copies of book about Octave Chanute from author and patron Simine Short

C. Monetary donation from Jane Rouge Martin

D. Monetary donations from Marshall Anderson and Paulette Skinner

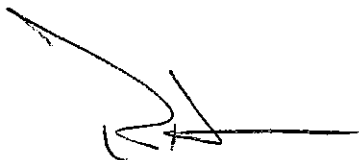
E. Monetary donation from Alicia & Scott Savoy in honor of the Rolf sisters

X. **Public Comments-** Carol Bangsberg

XI. **Adjournment-** Trustee Malloy-Rhee moved to adjourn the meeting at 5:45 p.m. Second by President Schuster, all were in favor.

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Respectfully submitted,



Patrick A. Schuster, President



Marshall Anderson, Vice President



Lauren Zurbriggen, Secretary



Chris Tufts, Treasurer

Kristin Mahle



Ryan Enkowski

Vicky Klein