

## **Crown Point Community Public Library**

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

**Monday, November 27, 2023**

President, Pat Schuster, called the Board of Trustees meeting to order at 5:13pm.

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

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

Also present: Julie Wendorf, Kate Lodovisi, Cindy Baumeister, Amanda Fack, Peter Lewis, Laura Clemons

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

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

#### **III. Approval of Minutes of Regular Meeting on October 23, 2023.**

Trustee Mahle moved to approve the minutes, second by Trustee Klein. All were in favor.

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

Trustee Anderson moved for:

A. Approval of warrants #26626-#26684

B. Approval of two transfer warrants for payroll on 11/30 and 12/15

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1565-#1568 and ACH Payments for Deferred Compensation, and PERF.

Second by Trustee Zurbriggen. All were in favor.

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

#### **VI. Director's Report-** Julie shared the bookmarks from the winners who took place in the school corporation contest.

Shared that the Communication Board partially funded by the Lion's

Club will be installed after painting is completed and that the Adult Learning Center was recently used as a model location for other programs.

Julie shared that Erika and Cindy had a great presentation at ILF Conference and that she was elected VP for ILF.

The new Head of Technical Services will be starting December 1<sup>st</sup>.

## **VII. Unfinished Business**

A. Program Reports-Reports provided in the packet or in print at the meeting.

- i. Peter Lewis shared operational updates including the library card usage, completion of elevator project, issues with HVAC system and furnaces as well as the return of the snow removal tractor.
- ii. Cindy Baumeister shared a heartfelt story about a patron receiving resources for learning English.
- iii. Laura Clemons shared updates for marketing and communications and data showing the posts and times that perform the best on social media.
- iv. Amanda Fack shared the recent Youth Programming updates and successes.

B. Travel Report- None

C. INPRS Discussion – None

## **VIII. New Business**

A. Library Projects

- i. Move to repair CU1 valves for HVAC system totaling \$7,775.00.
  - i. Trustee Klein moved to approve, second by Trustee Anderson, all in favor.

B. Approval of Resolution for Additional Paid Vacation Time for Full-Time Staff

- i. Resolution was rescheduled for action at the December meeting.

C. Approval of Resolution for Additional Director Compensation

- i. Due to lack of appropriate salary adjustment for the Director in 2023, an additional proposed bonus of \$5,000 is proposed for

year end. This matter will be resolved for 2024 with proper salary in place.

- ii. President Schuster moved to approve \$5,000 bonus, second by Trustee Klein, all in favor.

D. Approval of new Head of Technical Services – Jacqueline Randazzo

- i. Trustee Malloy-Rhee moved to approve, second by Trustee Tufts. All were in favor.

E. Report from Nominating Committee – 2024 Board of Trustee Officers

- i. President Pat Schuster, Vice President Marshall Anderson, Treasurer Chris Tufts, Secretary Lauren Zurbriggen

- i. Trustee Malloy-Rhee moved to approve, second by Trustee Mahle. All were in favor.

F. Approval to Amend Salary Schedule for 2024 – add programming outreach assistant.

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

G. Approval of Official Salary Schedule for 2024 – motion to approve 2024 salary schedule for all staff including setting the Director salary at \$95K for 2024.

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

H. Professional Travel

- i. 11/29 Creating Safer Libraries, Library Journal Online Course – C Baumeister, A. Fack, M Harrigan, P. Lewis, E. Wagner, J. Wendorf

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

**IX. Acknowledgements**

A. Monetary donation from Marshall Anderson

B. Monetary donation from Joy Ebert in memory of Debra Kay Anderson

**X. Public Comments-** Carol Bangsberg

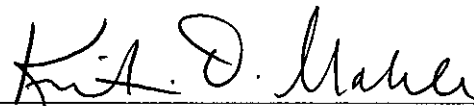
**XI. Adjournment-** Trustee Anderson moved to adjourn the meeting at 6:00 p.m. Second by Trustee Mahle, all were in favor.

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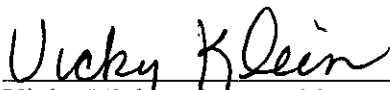
Respectfully submitted,



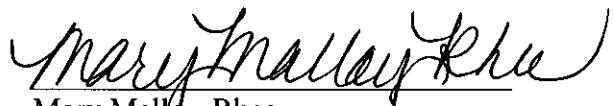
Patrick A. Schuster, President



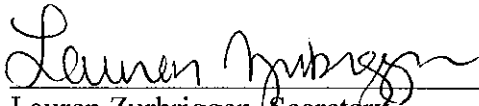
Kristin Mahle



Vicky Klein, Vice President



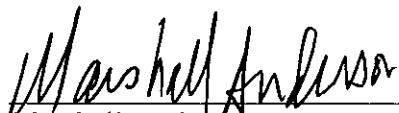
Mary Malloy-Rhee



Lauren Zurbriggen, Secretary



Chris Tufts



Marshall Anderson, Treasurer