

Crown Point Community Public Library

Regular Meeting of the Board of Trustees

Monday, July 28, 2025

President Nowaczyk, called the Regular Board of Trustees meeting to order at 5:03 pm.

I. Roll Call

Present: Amy Nowaczyk, Lauren Zurbriggen, Marshall Anderson, Kristin Mahle, Ryan Elinkowski

Absent: Chris Tufts, Kyle Jeffries

Also present: Julie Wendorf, Kate Lodovisi, Erika Wagner, Peter Lewis

II. Approval of Meeting Agenda

A. Trustee Mahle made a motion to approve meeting agenda, seconded by Trustee Anderson. All in favor.

III. Approval of Minutes for Regular Meeting on June 23, 2025

A. Trustee Anderson moved to approve the minutes for Regular Board Meeting, second by Trustee Elinkowski. All were in favor.

IV. Financial Report

Trustee Anderson moved for:

A. Approval of warrants #27693-#27737

B. Approval of two transfer warrants for payroll on 7/31/25 and 8/15/2025

C. Approval of net payroll deposits

D. Approval of payroll related claims and ACH Payments for Deferred Compensation, and PERF.

a. Second by Trustee Mahle. All were in favor.

V. President's Report- President Nowaczyk led the board in sharing their library related memories and we work to connect ourselves to the mission of the library.

VI. Director's Report- Julie shared about recent library events including the NWIIWA Speed Networking event held in the meeting rooms. She gave an update on the new partnership with Great News Life going well including a recent article highlighting story time. She also gave a preview of the amazing summer reading numbers had this year.

VII. Unfinished Business

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

VIII. New Business

A. Library Projects

- i. Various HVAC repairs are necessary for an aging system per assessment from Arctic and Mitsubishi. The library was quoted \$185,500.00 from Arctic for the replacement of CU 1 and \$35,000 for repairs of CU 2 and 3. It was discussed that additional appropriations will need to be requested through Lake County Council, more information will be provided to board after request is made.
 - a. Trustee Elinkowski moved to approve the library moving forward with the quote from Arctic Engineering for the replacement of the CU 1 rooftop unit and necessary repiping, totaling \$185,500.00. This decision recognizes that Mitsubishi, the equipment manufacturer, has a single-source supply chain, and Arctic is the most qualified and cost-effective local provider for both the equipment and associated services. Arctic is the library's contracted HVAC service provider, and has consistently demonstrated expertise in the installation and maintenance of the Library's specialized systems.
Second, by Trustee Anderson. All in favor.
- ii. Terrazzo flooring restoration on the first floor, main staircase and 2nd floor is needed to repair settlement cracks and prevent moisture and debris from causing damage. This work was quoted at \$27,445.00.

- a. Trustee Mahle moved to approve the repair of Terrazzo flooring for \$27,445.00 from Pinter Estate from the Library's Gift and Memorial Fund. Second by Trustee Elinkowski, all in favor.
 - iii. Fob Enhancement Project will be taken to the County Council with the HVAC project for additional appropriations.
 - iv. Door openers in Meeting rooms 1 & 2 will be installed, parts are still on order.
- B. Approval of Preliminary Budget Information for 2026
 - i. Trustee Anderson moved to approve max allowable budget of \$3,764,880.00, seconded by Trustee Mahle. All in favor.

IX. Professional Travel

- A. 07/21 ILF Board Meeting, Indianapolis – J. Wendorf
- B. 08/21 Learning to Manage for New Managers, Online – E. Wagner
- C. 10/02 Effective Communication Strategies for Managers, Online – E. Wagner
- D. 10/06-11/16 Starting Strong: A Guide to the Initial Phases of Library Facility, Online – P. Lewis
- E. 10/06-11/16 Motivating Employees to Be Their Best, Online – E. Wagner
- F. 10/28 CPCF Nonprofit Academy Conference, Merrillville – J. Wendorf, L. Clemons
- G. 11/09-11 ILF Annual Conference, Indianapolis – J. Wendorf, Department Heads
 - i. Trustee Anderson moved to approve professional travel, seconded by Trustee Elinkowski, all in favor.

X. Acknowledgements

- A. Monetary donation from Marshall Anderson

XI. Public Comments- none

XII. Adjournment- Trustee Zurbriggen moved to adjourn the meeting at 6:35 p.m. Second by Trustee Anderson, all were in favor.

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Respectfully submitted,



Amy Nowaczyk, President




Marshall Anderson



Kristin Mahle, Vice President

Ryan Elinkowski



Lauren Zurbriggen, Secretary



Kyle Jeffries



Chris Tufts, Treasurer