

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees Monday, April 25, 2016

President Patrick Schuster called the Board of Trustees meeting to order at 4:57pm.

I. Roll Call:

Present: President Patrick Schuster and Trustees Chris Mallers, Janet Katich, Vicky Klein, Fiona McCarroll and Rose Kendall. Also present: Business Manager, Kate Lodovisi and Library Director, Selina Gomez-Beloz.

Not Present: Mary Malloy-Rhee

Trustee Katich moved to approve minutes from the Regular Meeting on 3/28/16; Trustee Kendall seconds, motion carried.

II. Financial Report:

- A. Approval of warrants #21530 - #21592
- B. Approval of two transfer warrants for payroll on 4/29/16 & 5/13/16
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1202 - #1205, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue
- E. Approval of Advance Draw Resolution

Trustee McCarroll moves to approve Financial Report items A-E; Trustee Klein seconds, motion carried.

III. President's Report: None given.

IV. Director's Report:

Selina refers to Winfield project, and mentions that we did sign with Design Organization. More information will be provided during that portion of the meeting. Selina passed out the Mini Golf summary, prepared by Laura Clemons, which reflects a net profit of \$4,284.00. Kudos to the committee and staff for a wonderful job! Future Mini Golf events will now be held during National Library Week. We are now fully staffed in both buildings.

V. Old Business

A. Program Reports:

Krista Rada – Youth Services – 47 programs in March, with 1012 attendees. Thirty five programs have been presented so far in April, with 759 attendees. School tours of the library will begin in May. Rusty the Railcat will be kicking off “On Your Mark, Get Set, Read!” Summer Reading Program June 9. Youth staff are finalizing dates and times for programs and getting great support from local sponsors for many events.

Brenda Thompson – Winfield - 9 Programs with 107 attendees. Lego Club had 14 participants. Nerf Night had 20 participants. Winfield library staff won first place for the Staff mini golf hole decorating contest!

Julie Wendorf – Special displays for audio books could be responsible for an increase in circulation. Hoping same will happen with large print. Adult Graphic Novels will be brought in for May. Julie is working on paperback collection. She is also planning for Summer Reading and City Festivals. 19 teen volunteers were used at mini golf. Great kids and a lot of help.

- B. Winfield Construction – Committee met last Thursday, and will try to meet every Thursday. Received first set of plans, which look great. Some changes are needed after the discussion of space and goals. Going out for bid for the Construction Manager and Jeff Wolf will manage that bid. Everything coming along nicely. Selina will be contacting Demco about furniture tomorrow.

VI. New Business:

- A. Winfield construction – May try to use Rainy Day Fund to pay construction bills to make bill paying easier. Approval for additional appropriation of those funds to be discussed at next regular Board meeting.
Kate Lodovisi discusses use of \$50,000 from LIRF, and \$25,000 from a Gift & Memorial Fund (possibly the Coe fund). Instead of using operating funds, we would like to consider using the Rainy Day Fund. Kate will look into funding sources and report next month.
- B. Distribution from the Community Foundation - \$356.71, which we may have disbursed to us, or roll back into the Endowment. Trustee

McCarroll motions to roll funds back into account, Trustee Klein seconds, and motion carried.

- C. Approval to Apply for Library Credit Card – **Trustee Klein motions to apply for Library Credit Card, Trustee Kendall seconds, motion carried.**

D. 2016 Salary Schedule Update – New Winfield Circulation Aide hired. **Trustee Kendall motions to approve, Trustee McCarroll seconds, motion carried.**

E. Review of Policies – Library Credit Card policy. Credit card will remain in the safe unless Director uses for Library purchase or travel. Camera Surveillance – Library only uses for security, working with Police when needed. Revised formatting to come. Non Retaliation Policy – coincides with Indiana state code (Whistle Blower). **Trustee Mallers motions to approve, Trustee Kendall seconds, motion carried.**

F. Final Mini Golf Report – Will be given next month.

G. Professional Travel:

04/27 Internal Controls Workshop, Lake Co. PL – S. Gomez Beloz, K. Lodovisi

04/27 IT Counterparts, Westchester PL – J. Davis

05/04 Interlibrary Loan Workshop, Valparaiso PL – M. Harrigan, L. McDermott

05/05-6 ADOLPLI, Fort Wayne – S. Gomez-Beloz

05/10 ILF District One Conference, Michigan City PL – M. Harrigan

05/12 INPRS Workshop, Ivy Tech Comm. College, Terre Haute – K. Lodovisi

Trustee Katich motions to approve, Trustee Kendall seconds, motion carried.

VII. Acknowledgments:

Kate Lodovisi notes monetary donations in memory of Lenora Nelson Festa totaled \$1180.00. This donation paid for 3 Book Discussion group materials and children's books (all ages). A donation was also made in memory of Duane A. Huber from Karen Haynes. Summer Reading Program received a donation from Psi Iota Xi, Beta Xi Chapter.

VIII. Public Comments:

Trustee Kendall mentions that the Book Sale will be Thursday - Saturday this week. Bus Trip will be June 11

IX. Adjournment:

Trustee Mallers motions to adjourn to Executive Session; Trustee Katich seconds, motion carried. Meeting adjourned to Executive Session at 5:44 PM.

**** DATE OF NEXT MEETING: MONDAY, MAY 23, 2016 - 5:00 PM****