

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, December 19, 2016

President Patrick Schuster called the Board of Trustees meeting to order at 5:03pm.

I. Roll Call

Present: President Patrick Schuster, Trustees Janet Katich, Fiona McCarroll, Vicky Klein, Rose Kendall, Mary Malloy-Rhee. Also present were Director, Selina Gomez-Beloz, Business Manager, Kate Lodovisi, Mary Harrigan, & Julie Wendorf.

Not Present: Chris Mallers

President Pat Schuster moves to approve Executive Session and Regular meeting on 11/28/2016. Trustee Klein motions to approve, Trustee Kendall seconds, motion carried.

II. Financial Report

A. Approval of warrants #22050 - #22102

B. Approval of two transfer warrants for payroll on 12/30/16 & 1/13/17

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1234-#1237, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

Trustee McCarroll motions to approve, Trustee Malloy-Rhee seconds, motion carried.

III. President's Report: None

IV. Director's Report:

Selina reports that things are going well. Symphony is moving along and working on updates. Wells Valuation Services are finishing documenting our inventory. Selina is working on Strategic, Technology and Long Range plans and would like to request that a Board Member sit on a small committee for Strategic Planning. These plans now must be combined, due to new state standards. Also updating job descriptions and working on an evaluation process.

V. Old Business

A. Program Reports:

1. Mary Harrigan – Stats are up again. 912 questions, ILL still transitioning to new system. She has dropped the Antiques database called P4A. High price was the main reason, and there are several other guides and sites that can be used. Magazine sale is over. Reference Counterparts meeting was good, they discussed disaster planning. The Bicentennial display will remain in lobby through January. 209 study rooms uses last month, by a variety of people. Pat asks if we might need more study rooms, and where they might be placed/configured.

2. Julie Wendorf – 38 programs, with 438 attending. Other programs: 3 outreach, 4 partnership and lots of professional development webinars. Had a very successful author visit and working on grant.

B. Winfield Construction Project Wrap-Up

Selina notes that Brenda and Kristal were unable to make this meeting Pat responds that while it is great to see the Department heads, it may not be necessary for them to be at all meetings. If Department heads are not attending, Pat mentioned he'd like to see a report from them. She is still working with Demco on finish up the Winfield Renovation Project, and has contacted Jeff regarding building permit. It was approved for regular occupancy. Garbage disposal will be taken out and HVAC was fixed. Kate provided a breakdown of bills from the Project, and what was left to pay. Final payment of \$46,740. was sent to Berglund. The outstanding charge for \$3897.00 for demolition work in the old building is not listed on the pay applications. It's possible we may not be invoiced.

Fiona asks what is being done to acknowledge the use of the Gift and Memorial Funds of Coe, Pinter, Vieweg, Everett. Selina says that they talked about setting something up, doing a plaque, but nothing has been done yet. Kate notes that the final Operating expenses needed to cover the Winfield Renovation Project overage was \$20,098.

VI. New Business

A. Election of Officers for 2017

President – Pat Schuster, Vice President – Vicky Klein, Secretary – Mary Malloy-Rhee, Treasurer – Fiona McCarroll. Trustee Kendall motions to approve, Trustee Katich seconds, motion carried.

B. Official Salary Schedule for 2017

It is noted that 3% was put in budget for 2017. Discussion continues and Trustee McCarroll expresses concern with the level of compensation for maintenance staff. She notes that she has had several complaints about the cleanliness of the library and can they make pay raise less for some maintenance staff. Pat asks for a breakdown of salaries/pay for the maintenance department, part-time vs. full-time. Kate gave the salaries of those 3 employees, and quoted Steve's 2016 annual salary at \$43986. After more discussion the board agrees to 3% raise across the board but would like to keep tabs on Maintenance issues. Trustee Kendall says the Board would prefer Selina took the message about complaints to Steve, and then report back to the Board. Selina responds that to judge fairly she would like to hear firsthand issues for not giving full raise. She also mentions that she does not feel that there is enough maintenance staff for a building this size, and suggests hiring a cleaning service to clean both locations. Board continues to discuss that they feel Dept. Head Salary is excessive. Trustee Kendall says they would like to see Selina get 2 staff members for that amount whatever way she can work out. Trustee Katich motions to approve a 3% raise across the board, Trustee McCarroll seconds, motion carried.

Trustee Rhee notes that she thinks Selina should make Steve aware of their concerns, and that the situation is related to his compensation.

Selina also is asked to provide a report on Maintenance-Comparisons, Work Load vs Maintenance Work.

Trustee Klein asked again about the status of replacement of the bathroom sanitary boxes.

- C. Library Bylaws – Selina notes these are included in packet handout. Bylaws were amended in 2011 and would like to know how they want to up-date them. Pat says to put Bylaws on agenda for next Board Meeting. Pat also mentions that they should schedule an Executive Session before next Board Meeting to discuss Personnel issues in the Maintenance Dept.
- D. Policy Committee Report – Selina has included in packet a revised Credit Card Policy. She requests the Board review the Policy with the correct/proper language and re-approve. Trustee Kendall motions to approve, Trustee Malloy-Rhee seconds, motion carried.

Trustee Kendall presented charts regarding the process of purchasing, with the new approval threshold of \$5,000 in place. The charts presented give the guidelines for the purchasing process. Expenditures are viewed as two categories: capital projects, and normal operating expenditures. Capital projects should include a plan, whereas normal expenditures are already planned for in the regular library budget.

Trustee Kendall also asked that there be a permanent agenda item added for future meetings, called Projects. This will increase discussion about and awareness of new or ongoing projects, and will establish more concrete guidelines. Board members are to send feedback about the purchasing guidelines to Rose, after which the Policy committee will meet and present their final draft at next regular Board meeting.

- E. Year Outline for 2017- Selina explains she had been sick and did not finish Outline and requests. They will be postponed to January.
- F. 2017 Holiday and Closed Days Schedule – Selina notes that New Year's Day falls on Sunday, so Monday is the recognized Federal holiday. This needs to be added to list of closed days. It is also decided that the library will now be open on Mother's Day and Father's Day for 2017. Pat motions to approve, Trustee Malloy-Rhee seconds, motion carried. Winfield Fest is changed from TBA to TBD, due to the new location of the branch.
- G. 2017 Board Meeting Dates – A list of Board meeting dates for 2017 was presented. April and September Board Meetings will be held at the Winfield Branch Library. Trustee Malloy-Rhee motions to approve, Trustee Klein seconds, motion carried.

H. Professional Travel

01/06/17 Director's Meeting, Lake Co. PL – S. Gomez-Beloz

01/20//17 Books To Bridge the Region, Lake Co.PL – J. Wendorf, B. Thompson

02/03/17 Director's Meeting, Porter Co. PL – S. Gomez-Beloz

02/17/17 Books To Bridge the Region, Lake Co. PL – J. Wendorf, B. Thompson

03/10/17 Books To Bridge the Region, Lake Co. PL – J. Wendorf, B. Thompson

04/06-07 ADOLPLI Meeting, Bloomington, IN – S. Gomez-Beloz

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

VII. Acknowledgments

A. Monetary donation from Phyllis Comerford Polarek & Family in memory of Catherine (Katie) Comerford, for Senior programs.

VIII. Public Comments – Julie Wendorf reports on the negotiation for purchase of the new van, that will be paid for from the Big Idea, Big Impact Grant proceeds. Received best price and deal from Southlake Nissan for \$21,292. Selina notes that there is a policy in place for those staff members who will be driving the van, and they will also be added to the library's insurance policy. Pat motions to approve purchase of van, Trustee Malloy-Rhee approves, motion carried.

IX. Adjournment – Trustee McCarroll motions to adjourn meeting, Trustee Kendall seconds, meeting adjourned at 6:25pm

*****Date of Next Meeting*****

MONDAY, JANUARY 30, 2017 – 5:00pm