

# **CROWN POINT COMMUNITY PUBLIC LIBRARY**

## **Regular Meeting of the Board of Trustees Monday, June 27, 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, Vicky Klein, Fiona McCarroll, Rose Kendall, and Mary Malloy-Rhee. Also present was Business Manager, Kate Lodovisi.

Not Present – Trustee Chris Mallers & Director Selina Gomez-Beloz

Trustee Katich moved to approve minutes from the Regular Meeting on 5/23/16. Trustee Kendall seconds, motion carried.

### **II. Financial Report:**

A. Approval of warrants #21665 - #21733

B. Approval of two transfer warrants for payroll on 6/30/16 & 7/15/16

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1210 - #1213, 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 given.**

### **IV. Director's Report:**

Kate reported for Selina, who is attending the ALA Conference in Orlando, and discusses progress of the Winfield construction. Fiona asks if bids were approved, and who the General Contractor is. Berglund Construction came in as the lowest bid, and their bid was accepted for the project. The application for the Big Idea, Big Impact grant will be finalized and submitted by June 30. The Foundation's grant committee will be visiting the library on July 18<sup>th</sup> to learn more about our proposal. Kate & Selina are still working on Internal Controls. There will be a work session scheduled for the Board sometime in August. Brief training will be necessary for staff and Board. Information on a new ILS (in packet) was discussed. The spreadsheet that was sent in the packet was not legible. Board would like to see the information gathered by Selina, so Kate will ask Selina to update the spreadsheet and email it to them. Selina included the library By-Laws in the packet, wants to know if we need to review them. June Tax settlement was received, and we have received 52.9% of our Certified Levy. The balance will be distributed by the County in December. Kate and Fiona will be making regular scheduled Bond payment on June 30<sup>th</sup>. The balance of construction funds will be used towards the interest portion of the payment, and final June reports will

show a zero balance in Construction fund. The proposed budget for 2017 will be brought to the Board in August for approval to be published.

V. Old Business:

A. Program Reports

Mary Harrigan – May- 677 Computers, ILL- 100, 1700 Ref questions, & 166 study room. New ILL –SIRCS search program will be arriving in August. Mary has attended training classes. Indiana Room celebrated the 100<sup>th</sup> running of the Indy 500. Jeanene created a display featuring the Coby Cup. A reporter liked, and wanted pics. Julie and Jeanene collaborated on a History Walk, and would like to do again in the fall. Disturbing incident with a well known patron(Kevin Sukraw), staff member found him in non-fic aisle, totally exposed from waist down committing sex act on the floor. He was banned for 3 months. Police were called.

B. Kristal Rada – Week 4 of Summer Reading with 1100 sign ups, 510 check ins, and 375 at Kick Off. South Shore Railcats will be having Crown Point Library Night on August 4<sup>th</sup>, and will be providing free tickets for all staff, and Summer Reading participants! SRC has had 35 programs with 870 attendees. Many outreach programs including Dance Academy, Karate, Tabata for kids, Cartooning for kids, and Purdue University's Serve up my plate.

C. Julie Wendorf- Storywalk collaboration with Kristal, set in front library lawn, and at Sauerman's Woods. 460 adult sign ups here, 51 Winfield. Zentangles, Painting on canvas going well. Restarted Mahjong group with 13 attending. Make and Take Bookmarks-70, Concert 35, and good showing on History Tour. Corn Roast and Food & Arts Festival had over 1000 people, and Farmers Market going well.

D. Brenda Thompson – 368 at Summer Reading Kick Off. Day Care are bring 2-3 classes every Monday. 152 sign ins for first week of Summer Reading. Busy shopping for new building. Writing Grant with Selina. A Girl Scout has asked about raising funds for Library as part of her project.

VI. New Business

A. Resolution to Approve Use of Library Personnel Manual. This will enable Selina to make minor changes (with an appointed Board committee) without having to bring the entire policy to the Board. Trustee McCarroll motions to approve, Trustee Kendall seconds, motion carried.

B. Approval for Additional Appropriations for Rainy Day Fund. Kate explained that we are asking for permission to begin the Additional Appropriation process. We would like to appropriate some of the Rainy Day Fund money we have accumulated for the Winfield Renovation. After Board approval, the library would then need to publish a Notice to Taxpayers, and hold a public hearing. New step in the process is the approval of the County Council. Kate explains that in order to meet the Council's meeting deadlines, there needs to be a Public Hearing and Special Meeting to approve the resolution before the next regular Board meeting (7/25). Discussion ensued as to who could attend a July 18<sup>th</sup> Special meeting. Kate will work with Board Members to

ensure we have a quorum for the meeting. Trustee McCarroll motions to approve, reflecting that the Board wants the Rainy Day Fund to be replenished from the Operating Fund as much as is allowed at end of year, so that we are using the proceeds from the sale of the old library. Trustee Kendall seconds, motion carried.

C. Professional Travel

07/08 Directors Meeting, Starke Co. PL – S. Gomez-Beloz

07/15 Books To Bridge The Region, Lake Co. PL – B. Thompson, J. Wendorf

07/21 New Overtime Regulations Seminar, Merrillville – S. Gomez-Beloz and  
K. Lodovisi

08/17 Books To Bridge The Region, Lake Co. PL – B. Thompson, J. Wendorf

09/16 Books To Bridge The Region, Lake Co. PL – B. Thompson, J. Wendorf

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

VII. Acknowledgments

A. Monetary donations through the Crown Point Community Foundation from the following funds:

William & Mary Carroll Fund

Bob & Pat Turner Library Fund

George & Laura Wild Endowment Fund

Vada Pinter Endowment Fund

VIII. Public Comments – None

IX. Trustee Malloy-Rhee moves to adjourn, Trustee Klein seconds, motion carried, adjourned at 5:58pm

**\*\*\*Date of Next Regular Meeting\*\*\***

**MONDAY, JULY 25, 2016 – 5:00pm**