

# CROWN POINT COMMUNITY PUBLIC LIBRARY

## Regular Meeting of the Board of Trustees

Monday, November 28, 2016

President Patrick Schuster called the Board of Trustees meeting to order at 6:03pm.

### I. Roll Call:

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

President Pat Schuster moves to approve the minutes of the Executive Session and Regular meeting on 10/24/16, and Special Meeting on 11/1/16, with correction to the Regular meeting on the nominating committee. Trustee Klein motions, Trustee Kendall seconds, motion carries. Pat also requests that 2 items be added to the agenda (under New Business) 1) Discussion of spending limitations on ordinary expenses for the Director and 2) The ability to separate Director and Staff in regards to special travel expenses. Trustee Rhee seconds, motion carried.

Fiona questions the checks to Baker & Taylor for book orders, thought we had stopped ordering. Kate tells her that these were orders submitted prior to the freeze on ordering. Fiona also asking why credit card statement was not showing. Kate says next statement won't arrive until the first week of December.

### II. Financial Report:

- A. Approval of warrants #21973 - #22049
- B. Approval of two transfer warrants for payroll on 11/30/16 & 12/15/16
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1230-#1233, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

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

### III. President's Report: None

### IV. Director's Report:

Selina hands out packet, notes that she is still working on job descriptions and notes that due to legal issues with the State, Department of Labor and changes in the Federal administration, the need for compliance by Dec 1<sup>st</sup> is postponed. Excited to have Kristal returning from maternity leave on Dec. 19<sup>th</sup>. School Board will be meeting tonight and expecting Pat and Chris's re-appointment to the Board. Toys for Tots boxes and Mitten

Tree are up at both Crown Point and Winfield locations. The library was approached by Tim Fealy, former Board member, about partnering with the city for the Crown Point Cares collection campaign. A shopping cart for food items has been set up in the lobby, and we will be collecting through December 17<sup>th</sup>. NILBA dinner will be on Wednesday, Nov. 30<sup>th</sup> at 6 pm at Lake County Library. Staff still deep in training for Symphony.

V. Old Business:

A. Program Reports:

1. Brenda Thompson – Love new Program Room. Have had 9 children’s programs with 180 total in attendance. New programs will be added for January including Zombie Nerf Night and school age movies and crafts. 135 people attended the Grand Opening. Brenda and Selina attended a Winfield planning meeting and report that there will be some changes coming in the future. Brenda asked for and was granted an extension until January 27<sup>th</sup> for the renovation to-do list. The garbage disposal at the branch was coded during inspection, and was found to have no power going to it. Jeff Wolf is going to work on getting that connected. Heating issue is now resolved. Working with Jacob to add a Google computer series for teens on coding. Donated remaining furniture to the Food Bank, now officially done at old location. Brenda will head up a Mystery Book Club Discussion group
  2. Mary Harrigan – 647 Computers, 51 ILLs, 198 study room uses. Magazine Discard sale starting on Thursday, \$1 per bundle. Webinar from Workforce Development was very helpful. No office in Crown Point, but they are willing to partner with libraries. Indiana Room had 6 requests and the Bicentennial Display is still in the lobby. Brochure will be ready soon and will be a great resource.
  3. Julie Wendorf – October had 32 programs with 628 people. 1798 people showed for our Halloween Open House. Other programs include Voter Registration and Ghosts of Crown Point which came from a research project of a patron who is now writing a book. 54 were in attendance . We had a lot of attention to a Binge Watching display in the lobby. Coming up will be a performance by the High School Choir on December 6<sup>th</sup>, and the High School Orchestra on December 12<sup>th</sup>. The Holiday Open House will be this Saturday. Story Walk will be appearing in local shop windows. Winter Reading begins in January. Still working with Rose on Adult Learning Center. ILF Conference was great experience!
- B. Winfield Construction Project: Heating issue has been fixed, the owner will be paying for the repairs. Jeff Wolf will connect garbage disposal in January. Demco is offering \$3,000.00 in goods and services for damaged and late furniture which includes a \$1,615.00 cash reimbursement. Pat asked if this is acceptable to the Board. Board agrees to final offer from Demco regarding pricing and invoices, and will make final payment to Demco upon everything being completed/received.

VI. New Business:

- A. Report from Nominating Committee: Fiona notes that the Committee would like to make a proposal that the Board remain the same for 2017. Pat Schuster - President, Vicky Klein - Vice President, Mary Malloy-Rhee - Secretary and Fiona McCarroll - Treasurer.
- B. Review of Policy – Credit Card: Trustee McCarroll moves that they amend current Credit Card policy to say that any charges on the credit card must have a corresponding receipt, and that failure to provide one will result in the employee paying the charge. Would also like a recommendation to not pay for alcohol or spouses. Kate responds that is already covered in Travel policy of Personnel Manual. Kate also notes that ALL travel requests are pre-approved by the Board before they occur. Trustee Malloy Rhee seconds, motion carried.
- C. Spending Limitations for Director: Board would like reduce the operating and project spending limit (without Board approval) from 10K to 5K but will need to see revised purchasing policy. Pat motions, Trustee Klein seconds, motion carried.
- D. Separate Travel Expenses between Director and Staff: Pat inquires if this can be done with a line item. Kate explains that our budget has already been submitted, and so the appropriations cannot be changed now. Kate will provide Board with a report on all travel at each Board Meeting. Kate also notes that all travel is pre-approved by Board.
- E. Professional Travel: Pat asks Selina about the COSUGI Conference, and the travel cost. Also expresses the Board’s concern that this might put us over budget in travel expenses. Selina explains that she can do just one day of conference, which costs \$15. It is for Sirsi-Dynex, and Symphony related portion of workshop. Only additional expenses would be hotel & airfare, at approximately \$530. Trustee Kendall asks about Skype possibilities for taking part in the meeting, Selina responds that isn’t an option for this conference.

04/09-10/17 COSUGI Conference, Salt Lake City, UT – S. Gomez-Beloz  
Trustee Katich moves to Approve, Trustee Klein seconds, Trustee McCarroll votes Nay, motion carried.

VII. Acknowledgments:

- A. Donation of a 3 year subscription to American Bee Journal from NWI Beekeepers Association
- B. Monetary donation from Janet Katich
- C. Book donations from Laura McDermott: One Day in May, in memory of Eugene Ahlgrim and Turbo Twenty Three in memory of Karla Steiner
- D. Book donation from IN State Teachers Association-Retired Chapter: Advancing the Cause of Education: A History of the IN State Teachers Association, 1854-2014 (2 copies)

- VIII. Public Comments – Fiona notes that Tri Kappa would like to acknowledge and thank Kate Lodovisi for staying late in the library so that they could extend their evening meetings for September and November. Fiona asked about the Planning Meeting for Winfield that Selina attended, and asked if Selina also attended those meetings for Crown Point. Pat suggested that Selina contact the city to get on a mailing/call list so that she could receive the schedule of meetings directly. Fiona expressed the importance of being aware of new developments in the city, especially the new Band Shell/Festival area that the city is constructing on the corner of Joliet and West streets. Rose mentions that the Adult Learning Center has 5 offices of furniture to give away if anyone needs it. She will send information to the Board. Vicky notes that 2 of our buildings address letters are missing. Selina will call Poblocki Sign Company to see about replacing the letters.
- IX. Brenda notes that dumping at the new branch has gotten out of hand and Town Marshall will now monitor. Kate reports that the library received an Advance Draw by ACH in the amounts of approximately \$153,000. for Operating Fund, and \$95,000. for Debt Service Fund. Kate noted that the library usually collects 96- 97% of the Certified Levy.
- X. Adjournment at 6:56pm

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

**MONDAY, DECEMBER 19, 2016 – 5:00pm**