

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, October 24, 2016

President Patrick Schuster called the Board of Trustees meeting to order at 5:58pm.

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, Kristal Rada, Julie Wendorf and Carol Bangsburg/Friends.

President Pat Schuster moved to approve the minutes from the Regular Meeting, Public Hearing and Executive Session on September 26, 2016. Trustee Kendall seconds, motion carried.

II. Financial Report:

- A. Approval of warrants #21919 - #21972
- B. Approval of two transfer warrants for payroll on 10/31/16 & 11/15/16
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1226-#1229, 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 Winfield Branch had their soft opening on October 11. Had some problems with furniture delivery and phones still not working, but otherwise good. Selina very happy to announce that Kate has joined Rotary and will now be representing the Library at their weekly meetings. Selina will be the guest speaker for Rotary this Wednesday. The Winfield Branch request for a grant from the Crown Point Community Foundation was declined/put on hold, but the branch can re-submit in February 2017. Still deep in training with the new ILS. Staff should be able to test it out later in the week. Winfield hosted the Staff In-Service Day on October 10. Crown Point staff then helped set up for Winfield opening next day. Big thanks to Christine Starkey and Jan Andretich for all their work to make it so successful, thanks also to Julie Wendorf and Laura McDermott for their wonderful baked goods. Winfield Branch has volunteered to host next In-Service Day on March 17th. Working on Internal Controls. ILF Panel & conference coming up. Still working on evaluation process. Next month Selina will present information on Strategic Plan. Fiona asked if we will need new technology or band with for the new ILS, Selina says no, that it is hosted by Sirsi/Dynix.

V. Old Business:

A. Program Reports:

1. Brenda Thompson – Brought photos to show the new space. Discussed shelving that was new and re-used. Patrons really enjoying new library. Still no phones but working on it. Patrons inquiring about meeting room use.
2. Mary Harrigan –Stats are up-867 computer uses, 183 study room uses. Still training on Symphony and weeding. Patron very happy that we provide more services for her Kindle than other libraries. Jeanene created a banned books display of Indiana authors in the Indiana Room, also requested donations for her November display. Legacy Project class mentions the library on their website.
3. Julie Wendorf – Great Book Clubs in both locations, September attendance has grown in all ,up to 20 people now in Winfield group. First Winfield Adult program to come. 200 new Library card sign ups in September. CPCL will be participating in the community Pumpkin Walk on 10/29/16. Book Club To Go Kits are growing in numbers.

B. Winfield Construction Project: Trustee Kendall requests the need for an approval for a motion from the Executive Meeting which reads as follows:

Due to non-budgeted expenses for the Winfield Branch renovation as proposed, that an additional \$142,128.00 will be allocated from Gift & Memorial and Operating accounts as detailed above (chart will be included). This motion includes the stipulation that there will be no additional purchases made for this project. It is also stipulated that the Library use non-essential operating funds in lieu of requesting an additional appropriation, and that those appropriations not exceed \$28,836.00. In addition to the financial motion, there is a motion that all donated funds that are being used as defined above shall be publicly recognized on a plaque at the main library, and also at the Winfield location. Trustee Kendall motions to approve, Trustee Klein seconds, motion carried.

Selina notes they need to add discussion of change in job description to the agenda, Trustee Malloy-Rhee motions to approve, Trustee Mallers seconds, motion carried. Discussion proceeds to change job description for Julie Wendorf. Due to the recent grant from the Community Foundation, Julie's duties will be increased with a slight change in job description. She will now be a Department Head, and will report directly to Selina. Beginning November 1st her pay Grade/Step will move to 14A. Job title will remain Programming & Outreach Librarian. Trustee Malloy Rhee motions to approve, Trustee McCarroll seconds, motion carried.

VI. New Business:

A. Adoption of the 2017 Budget-

Trustee Klein motions to approve, Trustee Mallers seconds, motion carried.

B. Bid Review of James C. Conlon Community Literacy Center – Trustee Kendall explains grant amounts, uses for furniture, moving the Periodicals, and in-kind donations. The committee chose to go with HDW out of 3 bid proposals. Motion to authorize Director to sign with HDW at an amount of \$22,000 to 24,000. Trustee Kendall motions to approve, Trustee Mallers seconds, motion carried.

C. Library Statistics:

Selina hands out Library Statistics (not in Board packet). These statistics show usage in terms of our digital presence from our new web page, and shows best ever daily visit numbers were 2144 visits in February. Our average views are between 400-500 per day. Fiona notes that the all schools have a program called BUZZ, which works with their Chrome Books. The Library was added as a connection on the site, which enables the students to access Tumblebooks. This shows that our website is being used. Facebook statistics - daily page engaged users are 429 and 1556 likes. Our Events page is clicked on the most of all and we do not advertise or boost, but we can market if we pay \$5 to boost. We might want to boost specific events. We now have door counters at Winfield and will have those numbers at next meeting. A social media committee might be needed.

D. Approval of Policies:

CCLC Room Use – Fiona motions, Vicky seconds, motion carried
Materiality Variance – Vicky motions, Mary seconds, motion carried
Safe Driving – Fiona motions, Chris seconds, motion carried
Library Space Naming – Vicky motions, Janet seconds, motion carried.

E. Professional Travel:

10/25 Financial Counterparts, Lake Co. PL – K. Lodovisi
11/30 NILBA, Lake Co. PL – S. Gomez-Beloz, Board Members
12/02 Direct's Meeting, LaPorte PL – S. Gomez Beloz

Trustee Katich moves to Approve, Trustee Klein seconds, motion carried.

VII. Acknowledgments:

- A. Monetary donations in memory of Karla Stiener from Alethea Backensto
- B. Monetary donation to the Indiana Room from Patricia Manrique

VIII. Public Comments – None

IX. Adjournment at 7:08pm

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

MONDAY, NOVEMBER 28, 2016 – 5:00pm