

# **CROWN POINT COMMUNITY PUBLIC LIBRARY**

## **Regular Meeting of the Board of Trustees**

**Monday, April 24, 2017**

President Patrick Schuster called the Board of Trustees meeting to order at 5:04pm.

### **I. Roll Call**

Present: President Patrick Schuster, Trustees Janet Katich, Vicky Klein, Rose Kendall and Chris Mallers. Also present were Director, Selina Gomez-Beloz, Margo Konicki, Kristal Rada, Brenda Thompson, Carol Gehring and Terry Gardner

Not Present: Fiona McCarroll, Mary Malloy Rhee, and Kate Lodovisi

President Pat Schuster moves to approve minutes of Regular Meeting on 03/27/2017. Trustee Klein motions to approve, Trustee Kendall seconds, motion carried.

### **II. Financial Report**

A. Approval of warrants #22278 - #22287

B. Approval of two transfer warrants for payroll on 4/28/17 & 5/15/17

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1250-#1253, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

E. Approval of Request for Advance Draw

President Pat Schuster motions to approve, Trustee Katich seconds, motion carried.

### **III. President's Report: None**

IV. Director's Report – Selina discusses a few building issues, informing the Board that the front door magnets have been installed. The windows will be cleaned this Sunday. There were some alarm issues due to a bad battery, which has been replaced. The air conditioning problem has been addressed and seems to be working, but need to determine if there is a pin hole leak somewhere and might take time to find. Trustee Kendall asks if maintenance agreement can be expanded and Selina explains it would come at a much higher cost. She is still waiting to hear back from Arctic Engineering for confirmation of new maintenance agreement receipt, and has forwarded a copy to Pat. The owners of the Winfield site are currently trying to sell the building. Selina informs the Board that the Library has entered the Fourth of July Parade with the new Van. A budget meeting needs to be scheduled on a separate day from regular Board meeting, and may take 1-2 hours. Pat suggests Selina propose date and e-mail all to set the date and time. Selina helped choose the School Employee of the Year and is staying very busy outside the Library. She is sitting on a panel

for SRCS program, also sitting on a panel for ALA for Spectrum Scholars Leadership Program- (students going to Library school from underrepresented communities) to assist with career planning. She has been asked to join in writing a proposal for the “Joint Conference of Librarians of Color” for next year. Working on SRCS catalog update. Looking at software from one company that will provide for self-checkout, mobile and regular printing, Wi Fi and computer reservation. Checking into city’s new 2 hour parking signs and where they will be posted.

## V. Old Business

### A. Program Reports

1. Kristal Rada –Kristal presents report for Julie Wendorf,who was unable to attend: Julie had 31 April programs with 496 participants, 19 partnership programs, highlighting the Grant celebration. Partnered with AARP and had 476 use their services. Book discussions at both Winfield and Crown Point have increased. Adult Literacy continues to increase in use. Attended Project Outcome. Upcoming projects include Summer Reading, circulating “Library in a Box” to Senior Centers, continue purchasing “Library in a Box” for Pre-Schools. Preparing for Summer Festivals, and Fourth of July Parade.
2. Youth Services – Kristal notes that the Psi Iota Xi, Tri Kappa and Lions Club made very generous donations to Children’s Sumer Reading Program. April had 38 programs with 563 participants. April display was an interactive Poet-Tree. May programs will be reserved for School Tours from pre-school through middle school and will include Pajama Story Time and a Coding program. May Displays will include “Children’s Book Week” and “Firefly Awards”. Upcoming - Summer Reading “Build A Better World”. Kick Off starts June 12, with an appearance by “Rusty the Railcat” and a demonstration from the Crown Point High School’s “Robo-Dogs” Robotic Team.
3. Brenda Thompson – Had 9 Storytimes, Zombie Nerf Night, Lego Club and a fun Duck and Chick Program. Adult programs included Health and Nutruition, Travel, Home Brewing and Computer Classes. Attended Winfield Police Department Town Meeting – 911 calls can now be texted. A display and pamphlets will be available soon. Interviewing to fill Circulation Aide position. Have a few minor building issues, which are being fixed. Gearing up for Summer Reading and getting fliers out to schools.
4. Mary Harrigan - unable to attend, report was handed out.

### B. Travel Report –None

VI. New Business

- A. Library Projects – Selina reports that Lupe Winfrey is now in place as the new Courier. She is working three days a week, and is working with Julie and Laurie to develop other tasks to fill open time. The Winfield Grant Match fundraising campaign box is now in place on Winfield’s front desk and is advertised in the newsletter and on the website. Any donation exceeding \$10, will be sent to the Business Office, so that they can be correctly processed. This campaign runs through August 25<sup>th</sup>, 2017.
- B. Library Statistics – Selina has included in packet and discusses the first quarter of internet use which have numbers increasing in Wi Fi, probably due to the Literacy Center. Library sign-in numbers at Crown Point jumped in February. The first quarter also had 107 adult programs which Selina says is primarily programming from Julie Wendorf. Trustee Klein notes that the building sign letters are all down now, and Selina lets the Board know that she has Laura Clemons in charge of getting that finished.
- C. Professional Travel – Selina notes schedule change for Director’s Meeting at La Porte PL was changed from March 5<sup>th</sup> to May 12<sup>th</sup>.  
05/05 ILF District 2 Conference, Peru PL – S. Gomez-Beloz  
05/12 Director’s Meeting, La Porte PL – S. Gomez-Beloz  
06/02 Director’s Meeting, Whiting PL – S. Gomez-Beloz

Trustee Katich moves to approve, Trustee Mallers seconds, motion carried.

VII. Acknowledgments

- A. Monetary donations to for Summer Reading Program from: Lions Club, Psi Iota Xi, Beta Chapter, and Kappa Kappa Kappa, Gamma Theta Chapter
- B. Monetary donation from Friends of CPCL for James C. Conlon Community Literacy Center

- VIII. Public Comments – A Winfield patron, Terri Gardner wanted to say that she loves the new space. Carol Gehring, a Winfield staff member lets the Board know she has loved working for the Library for over 20 years.

- IX. Adjournment – Trustee Kendall motions to adjourn meeting, Trustee Mallers seconds, meeting adjourned at 5:31pm

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

**MONDAY, May 22, 2017 – 5:00pm**