

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, February 27, 2017

President Patrick Schuster called the Board of Trustees meeting to order at 5:01pm.

I. Roll Call

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

Not Present: Mary Malloy-Rhee

President Pat Schuster moves to approve Executive Session, Board of Finance Meeting, and Regular Meeting on 01/30/2017. Trustee Klein motions to approve, Trustee Kendall seconds, motion carried.

II. Financial Report

- A. Approval of warrants #22165 - #22217
- B. Approval of two transfer warrants for payroll on 2/28/17 & 3/15/17
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants#1242-#1245, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue

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

III. President's Report: None

- IV. Director's Report: Selina notes that we now have 2 new staff members, Elizabeth Ehrhardt - Youth Services Asst., and Jeanne Luers – Reference Asst. The Annual Report has been completed and requires Board signatures. This report will reflect numbers and statistics that Selina has provided to the Board Members. Looking forward to In-Service Day on March 17th. Strategic Plan discussion on agenda that day. Also hoping to start discussions on evaluations. Selina notes that she is looking to start using digital time sheets. Lake County Library provided her with copies of their time sheets which look similar to ours and with all the formulas worked out. Waiting for Kate to see how she has updated the form she is working on, so they can decide when to put into use. Fiona asks if we use fingerprint or clock- in system for staff and Selina informs her that staff records their hours worked on a bi-monthly timesheet. This new Excel system will save time, will do the math for you and eliminate errors. Staff will still have to print out and sign the timesheets.

V. Old Business

A. Program Reports:

1. Brenda Thompson – Winfield has been busy. More technical reference questions. Lots of compliments on space. Storytimes have been full with 211 pre-school attendees. Purdue Extension providing a children's math and science Block Party program, and an adult 7 part Nutrition program. Other adult programming will include Travel and Micro Brewing. Getting ready to host Staff In-Service Day which will include Database Training, Readers Advisory and Branding, also sharing favorite book, DVD or music. Brenda informs the Board that Books to Bridge the Region is losing funding, and they are looking for organizations that will donate. States that Books to Bridge isn't a non-profit organization, and that seems to limit possible donors. Rose suggests they could file necessary paperwork to gain non-profit status.
2. Julie Wendorf – Had 44 adult programs with 541 attendees, 3 outreach to Senior Centers and 3 partnership events. Literacy Room had 126 in attendance for 3 day program in January. New people every day, swamped on Wednesday evenings and looking to fill volunteer shifts for this time slot. Had many library card applications, as well as access into Mango and Rosetta Stone database classes. Fabulous response to programs! Upcoming programs include Pet Care by Woof Life, a monthly Health Care series by Franciscan Health Care, and Mindfulness and Meditation with Dr. Heather Harder. On April 24th we will have a concert with Japanese Guitarist- Hiroya Tsukamoto. Mayor Uran will be holding a Community Meeting in June. Finishing up Strategic Plan with Selina, Grant with Rose. Open House for James C. Conlon Community Literacy Center is on March 10th. Rose would like to note that everyone has been invited for this event, but if some have been missed let her know and she will send an invitation. Rose recently met with the Conlon family and they helped create the plaque with James C. Conlon's photo and story, which is now hanging in the Periodical area. Rose believes that the Conlon family is happy with the final resolution of the Literacy Center. Rose includes a Budget update noting that there are 3 parts to the Grant: Part 1 is the Literacy Center, still under budget by \$ 2,452.00. Parts 2 & 3, Outreach and the Van, are still \$5,000 under budget. When all is done they should have between \$8000 and \$10,000 remaining. Rose stated they have changed the booth for the Volunteer Fair at the high school next month, and we that should increase the visibility of the Literacy Center. Asking Community to offer option of donating \$100 to cover the cost of a GED expense. Latin Club will be fundraising for the Literacy Center.
3. Kristal Rada - 39 programs in January with 687 attendees. Big programs included Cupcake Wars, and Chinese New Year celebration. Celebrated Dr. Seuss Birthday on March 2nd, including a Dr. Seuss themed Lego contest. Black History Month Display is up. Winter Reading ended with 234 sign-ups and 21 Teens. Coming up are Harry Potter Day, Minecraft and World Records. Expanded Lego program to include Duplo for Pre-schoolers. Kristal served on Firefly Book Award Committee.

Tours are starting with 60 children from My School this morning. Scheduling tours through May.

4. Trustee Kendall discusses where we are with the amended Bylaws and notes that she updated them and had Pat Schuster review. Pat asked if we had filed with the Lake County Clerks Office and Kate confirmed that she regularly files the Treasurer's Bond with the Recorder's Office, and that the Board appointments are filed in the County Clerk's Office. Also noted was the addition of indemnification, which Pat explained says that the Library will take care of a Board member should the Board member end up being sued or being liable for something through their actions as a Board member. Article 12 will be as written and amended date will be noted as February 27, 2017. Trustee Kendall motions to approve the amended Bylaws, and Trustee Klein seconds, motion carried. Selina will submit to the State.

VI. New Business

- A. Library Projects – Selina discusses Winfield's Grant Application and notes that the Friends Group generously provided some of the items on the list, so the list for the Grant went down. The Foundation came back with an offer give \$3500.00 in matching funds. Selina and Brenda would like to start fundraising. Will work on some ideas to achieve their goal. Van is now plated, and will be "wrapped" soon. Donated laptops are in with no restrictions on use. Will get together with Kristal and Jacob to discuss how and where to use them.
Would like to update Board on some upcoming costs they need to be aware of:
Letters on exterior of building needed to be replaced at a cost of \$647.70
Proposal for work on HVAC CPCL to be done in the fall at cost of \$3557.00
Rooftop camera replacement at cost of \$2,465.95
Winfield HVAC deductible is \$2500.00, Arctic Engineering yearly maintenance proposal is at \$2465.00(for Winfield only) Selina asks the Board if they will approve the acceptance of this proposal and the Board agrees to accept the Proposal.
Repair of the window blinds, no quote yet. Still waiting on door magnet for front library entrance in order to keep doors closed. Fiona asks if stairwell door was fixed, Selina says yes. Selina makes note that Library Day at the State House is on March 14th. Bathroom sanitary boxes have been ordered, will be ordering hand dryers. Steve will be working on floors, looking into carpet cleaning and window washing in the spring.
- B. Approval of new Reference Assistant, Jeanne Luers, Trustee Kendall motions to approve, and Trustee McCarroll seconds, motion carried.
- C. Board Meeting Dates- Members indicated that there would be a quorum, so March meeting will remain on the 27th. June meeting will be changed to June 19th, as Selina will be at ALA on June 26th.
- D. 2016 Annual Report for Indiana State Library – Selina and Pat need to sign off.

- E. Outstanding Checks to be Voided – Kate indicated that there were no checks to be voided.
- F. Travel Report – Kate passes out report to reflect a breakdown of all costs for 2016, as well as a year-to-date of travel costs for 2017. Fiona asks if there is a max limit and Kate explains that there are specific appropriations for travel in the budget. Kate will make the travel report part of the regular Board packet each month.
- G. Job Description for Courier Services – Selina discusses that she has researched to determine cost for the contract. We are paying current Courier \$4,080.00 for 2 times a week. New Courier will deliver 3 times a week at 6 hours weekly at a cost of \$3,120.00. She has pulled a job description from other libraries and will need to work out the Contract. The goal is to have someone in place after March Board Meeting and can work out details by then. Trustee McCarroll motions to approve, Trustee Klein seconds, motion carried.
- H. Financial Report – Kate discusses a breakdown of Operating Fund: Budget Appropriations, actual Expenditures, the Certified Levy and the resulting gap that needs to be filled by us through other monies. Notes that we only received 97% of the Levy this year and in the last couple of years the County has started limiting what we are getting. We need to try to keep the budget from increasing for next year, and to try to stay at a 90% area of spending. Trustee Kendall notes that it looks as though we are short \$200,000.00 on an average. A discussion about fines comes up and Kate asks Selina if she had reduced fines, Selina said she reduced DVD fines from a \$1 to 10 cents in 2016. Kate notes that due to fine reduction we are down \$7800.00 in 2016 from 2015, and that our general collection fines is about \$40,000. Selina informs the Board that we no longer have access to our statistics through Innovative, so she cannot confirm a figure on fees, but she believes that it comes down to goodwill to our community versus the money. She will take a closer look at it before she proposes anything.
- I. Professional Travel –
03/03 Director’s Meeting, Monticello PL – S. Gomez-Beloz
06/22-27 ALA Annual Conference, Chicago – S. Gomez-Beloz, J. Wendorf

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

VII. Acknowledgments

- A. Monetary donation from Linda Sandow in memory of Sharon Shrader Greening for children’s books
- B. Monetary donation from Carol Doty in memory of Leroy Doty

- VIII. Public Comments – Carol Bangsburg says she is happy that Winfield is getting more people in their new location and thinks it is great! CCLC is great and looking forward to Open House. She was a winner today at the coloring program!

IX. Adjournment – President Schuster motions to adjourn meeting, Trustee Kendall seconds, meeting adjourned at 6:14pm

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

MONDAY, MARCH 27, 2017 – 5:00pm