

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 30, 2017

President Patrick Schuster called the Board of Trustees meeting to order at 5:43pm.

I. Roll Call

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

Not Present: Chris Mallers

President Pat Schuster moves to approve Executive Session and Regular Meeting on 12/19/2016. Trustee McCarroll motions to approve, Trustee Klein seconds, motion carried.

Trustee McCarroll discusses Expenditure Guideline and notes that even though we budget for 100% of our tax draw, we do not receive it all. Kate explains that if we write a budget for \$1.8 million, and we only receive \$1.4 million in our levy, that leaves a gap that we have to fill with our reserve Operating monies.

II. Financial Report

- A. Approval of warrants #22103 - #22164
- B. Approval of two transfer warrants for payroll on 1/31/17 & 2/15/17
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1238-#1241, EFTPS, ACH Payments for Deferred Compensation, PERF, & Indiana Department of Revenue
- E. Approval of Resolution for Appropriations Transfer

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

III. President's Report: None

IV. Director's Report:

Selina reports that we are still working through issues with Symphony. We temporarily have no self check out stations as our new system is incompatible. Currently checking into other companies for compatible software. Rose asks if we will be deficient in anything once our systems are complete. Selina feels there are more opportunities for acquisitions than deficiencies. Still having problems transferring data but learning to work things out. State report due date moved to March 1st, more information to come. Selina has been invited to be part of the Indiana Library Federation Visioning project, but is unable to attend their scheduled Friday meetings. We will host an Inspire Training Workshop in August provided by the State. Selina hands out a document to show how

she focuses on things, providing statistics on total registered patron, use of public internet and wifi. Numbers are fairly steady with slight changes at Winfield through year end and will now be adding volunteer hours. Rose asks if E-Books are included and Selina says no.

V. Old Business

A. Program Reports:

1. Kristal Rada – There were 42 programs in December with 1086 attendees, biggest program was Holiday Open House. January had 35 programs with 636 attendees. Hosted a Pre School Preview Night with less attendance than last year, with 7 schools participating. Started Winter Reading on January 9 through February 18th, which included a Finale Ice Cream party and Balloon Twister. Partnered with Hometown Happenings for Stories in Your PJ's. Grant Fitch was provided as Storyteller and Café Fresco served hot chocolate in the Children's Program Room. Working on integrating Transitional Fiction into Juvenile Fiction collection, re-labeling and shifting. Fiona asks why integrate and Kristal explains that there was no standard to what made Transitional Fiction. Our collection had all reading levels and decided to integrate.
2. Brenda Thompson– More and new patrons making their way in. Had 9 Children's Programs with 246 attendees. Robert adjusting to more and larger programs. Laurel presenting Art Series programs including Tribal Art and Henna. Zombie Nerf Night had 20 children and 14 adults. Upcoming adult programming will include 4 presentations by Pampalone Travel on Italy, Honeymoon Destinations, Hawaiian Islands and Summer Vacation Destinations. Purdue Extension will be providing a 7 series program running once a month called Nourishing Your Body. Will be turning in grant application. Received \$3000.00 worth of materials from The Friends of the Crown Point Library. Demco delivered back panel, which should be final item of the renovation. Door counts from October through December were 2474.
3. Mary Harrigan – Finished Crown Point Brochures. Stats for December were down a bit, but reference questions were at 8600. Study Rooms for the year were up at just over 2000 and 20 computer classes were held in 2016. Reference staff member Christine Starkey left for a full time job. Mary is now accepting applications for that position. Tax time is here and forms can be found on first and second floors. Symphony has been challenging but working through it. Indiana Room had 888 users for the year. The Crochet group and a St. Mary's class received Indiana Room tours with hand out material. Jeanene will take Bicentennial display down this week, update website, Solon blog and continue working on Obits.
4. Laurie Kingery – Informs Board and staff that Hammond Public Library put 2 Secret Shoppers in the region and reported that our Library was by far the friendliest and most helpful in Youth Services, Circulation and Reference. Laurie also told sweet story about a patron and her toddler son who loves Miss Vicky (Mishevich) from Circulation. He came down from youth one day to get his hug

from Miss Vicky to find she was on her break, he would not leave until he got his hug, so a call was placed, she came down and gave him his hug and he went on his way.

5. Julie Wendorf – Update on Grant-Kate and Julie purchased Van on December 22 for \$21,292.00. Transaction went smoothly. Community Literacy Center opened on January 23 and was a very busy day. Mary Systema (head of the Adult Learning Center) sent letter to the Board thanking them for their help in providing the much needed space and assistance. 13 ESL student cards have already been created. The visiting classes can access State Library database Inspire including Mango and Rosetta Stone. The new Periodical reading area seems to be a better use of space. Julie and Rose will be meeting with James C. Conlon’s daughter Kate Bieker to discuss how he will be honored in the new space. Kristal and Julie met with the other recipient of the Grant and Crown Point Schools coordinator Carissa Listema to discuss Library in a Box. Julie passes out a sheet that shows the Literacy Center schedule, pictures of the teachers and a description of the Grant’s Mission. Provided custom mugs filled with candy as thank you to shop owners for participating in Story Walk.

Rose would like to note that that the Literacy Center will have Grand Opening on March 10th and that if all goes well they will be \$9,000.00 under budget for the project.

VI. New Business

- A. Library Projects - Selina informs the Board that projects on list include some painting and window washing.
- B. Approval of new Youth Services Assistant Elizabeth Ehrhardt-Kristal tells the Board she will be programming and working the desk. She comes from Lansing Public Library where she was also in their Youth Department focusing on Teen Programming. Trustee Kendall motions to approve, Trustee McCarroll seconds, motion carried.
- C. Resolution to Transfer Operating Funds to Rainy Day Fund-Kate informs the Board that \$280,550.00 is the maximum amount that can be transferred from Operating Fund into Rainy Day Fund for 2017. This is in an effort to replenish the Rainy Day Fund monies that were used for the Winfield renovation. The funds will then be invested either with a CD purchase, or deposited to a high-interest account, whichever provides the best interest rate. Trustee Malloy-Rhee motions to approve, Trustee Kendall seconds, motion carries.
- D. Review of the Bylaws for 2017 – Selina has reviewed and emailed all copy of Bylaws. Sees no problems, but if needed we can expand or add. Trustee Kendall expresses concern that the taking of minutes at our Board Meetings is not following State recommendations. The recommendation states that the Board Secretary should take minutes. The Board agrees to re-define as: Secretary or Designee shall keep a

true and accurate record of all meetings of the Board. Trustee Kendall would also like a standard format used. Trustee Katich notes that she and Trustee Kendall are worried about indemnification issues. Trustee Katich would like to add a chart of the organizations that appointed each Board member, and also noted that some State recommendations are not necessary, but we might need to reorganize or add to Bylaws. Trustee Kendall will re-type the Bylaws. Board agrees to defer approval for now.

- E. Mileage Reimbursement Rate for 2017 – Kate informs all that new mileage rate for 2017 is 54 cents per mile. Trustee McCarroll motions to approve, Trustee Kendall seconds, motion carried

- F. Professional Travel
03/03 Director’s Meeting, Porter Co. PL – S. Gomez-Beloz
Trustee Katich motions to approve, Trustee Klein seconds, motion carried.

- VII. Acknowledgments
 - A. Monetary donation was received in the amount of \$2500.00 from Cynthia A. Biestek in memory of Dean White

- VIII. Public Comments.

- IX. Adjournment – Trustee McCarroll motions to adjourn meeting, Trustee Kendall seconds, meeting adjourned at 6:35pm

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

MONDAY, FEBRUARY 27, 2017 – 5:00pm