

# **CROWN POINT COMMUNITY PUBLIC LIBRARY**

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

**Monday, May 22, 2017**

President Patrick Schuster called the Board of Trustees meeting to order at 5:02pm.

No recording available for this meeting.

### **I. Roll Call**

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

Not Present: Trustees Rose Kendall, Chris Mallers, and Mary Malloy-Rhee

President Pat Schuster moves to approve Regular Meeting of April 24 and Special Meeting of May 8, 2017. Trustee Klein motions to approve, Trustee Katich seconds for 4/24 meeting and Trustee McCarroll seconds for 5/8 meeting; motion carried.

Director asked that a Personnel Report be added to the agenda.

### **II. Financial Report**

- A. Approval of warrants #22335 - #22398
- B. Approval of two transfer warrants for payroll on 5/31/17 & 6/15/17
- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1254-1257, 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: Director's report was brief due to schedule for the month of May. Selina explained the issues with the HVAC system. Selina was asked to investigate further with the company who installed the HVAC system for advice on completing the fix.

## V. Old Business

### A. Program Reports:

1. Brenda Thompson – Winfield also preparing for Summer Reading program. Recent programs include Lego Club, Story times, and Zombie Nerf Night. Winfield will also have coding programs for kids, a Rube Goldberg challenge for families, and a book face contest. For adults, the Beer Brewing was successful and the travel series is steady. A Health Series will start soon for adult as well as a program titled the Mystery of Aging Well. They will also present three movies this summer. Winfield also has a new employee – Hannah Rogers.
  2. Julie Wendorf – Completed 5 outreach events and 32 programs. The recent Handbell Choir had over 200 people in attendance. She is busy planning summer reading activities and preparing outreach at festival on the Square. The Book to Go kits are finished with the help of volunteers. Julie provided an overview of the work of the CCLC. They have seen an increase of volunteers since opening in the library.
  3. Kristal Rada - May is dedicated to school tours, grades K-8. Staff preparing for Summer Reading program. Upcoming programs include Read to Dogs and a coding program
  4. Mary Harrigan – Reference logged 698 people using the computers in the last month, as well as 204 people using the study rooms. Reference also has a new employee – Diane Reitz. Jeanene is working on more non-fiction displays. Currently displaying “Go out & Explore” and a National Photography display. She is also working on a Walking Tour and an historic tour of Crown Point using Molly the Trolley. Discussion on the future of ILL service and cost of providing this service. No decision yet.
  5. Kate Lodovisi – Kate will be a part of the Business Review Panel with Rotary. They will be reviewing business proposals created by high school students. Kate also reported that the library received an Advance Draw of Property Taxes from Lake County Treasurer.
- B. Travel Report – Kate passes out a year-to-date of travel costs for 2017. Because the budget line does not always change much each month, it will be handed out at the meeting for information purposes. Discussion may occur if there is explanation needed on the updates.

## VI. New Business

- A. Library Projects – None
- B. Self-Checkout and Print Management proposal – Selina introduced a proposal to purchase self-checkout, print and PC management, and mobile print software from Envisionware. The total cost is over the purchasing threshold, which is why the board is seeing the proposal. It is noted that the items can be separated. It was stressed that at minimum we need the self-checkout software. Staff and patrons miss this service and it is very helpful to many who visit. Selina was asked to investigate further on the options provided or if our current system for print management can be expanded. Discussion tabled to next meeting.
- C. Proposal for Strategic Planning funds – Selina submitted a proposal for approved \$2500 for anticipated cost for the strategic planning process. It is quite possible that this much money will not be needed. Motion to approve \$2000 for supplies and services from Operating Fund and \$500 for food from Gift and Memorial fund. Motion by Trustee McCarroll, seconded by Trustee Klein. Motion approved.
- D. Discussion of Meeting Room policy – A request from the Tri Kappa group to hold a meeting past closing time has been received. The meeting rooms will be reserved for their meeting as requested, but a decision needs to be made by the board on whether they will allow any group to use the room past the closing hour. Some staff have volunteered to stay to secure the building after the meeting is over. Because the full board was not present, the discussion is tabled until the next meeting. Selina will contact Tri Kappa and let them know of the developments, and that the room is reserved for regular library hours.
- E. Personnel Report - Approval of new Reference Assistant, Diane Reitz, and Winfield Circulation Aide, Hannah Rogers. Trustee McCarroll motions to approve, and Trustee Klein seconds; motion carried. Also announced that Rita Chick will be leaving CPCL as of May 31. She is a Technical Services Assistant. No decision has yet been made on her position.
- F. Professional Travel –  
05/16 Hosting a Classroom Eclipse Event Workshop, Challenger learning Center – C. Baumeister  
06/05 Creating a Marketing Plan for Your Library (online course) – L. Clemons  
06/27 ALA Conference, Chicago – K. Rada, K. Pagorek  
07/07 Director's meeting, CPCL/WL – S. Gomez-Beloz  
07/20 The Difference Is You conference, Indianapolis – 6 staff members
- Trustee Katich motions to approve, Trustee McCarroll seconds, motion carried.

- VII. Acknowledgments
  - A. Monetary donation from Crown Point Community Foundation for the following funds: George & Laura Wild Endowment fund, William & Mary Carroll Fund, Bob & Pat Turner Library Fund, and the Vada Pinter Endowment Fund.
  - B. Monetary donation from the Friends of the Crown Point Community Library for Summer Reading Program
  
- VIII. Public Comments – Carol Bangsburg has noted that Johnson Controls has also spent a lot of time at the high school making repairs. Noted that the city was pleased to receive some positive feedback from library users on the update of the parking lot issues.
  
- IX. Adjournment – President Schuster motions to adjourn meeting, Trustee Katich seconds, meeting adjourned at 6:26 PM.

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

**MONDAY, JUNE 19, 2017 – 5:00pm**