

Crown Point Community Public Library

Regular Meeting of the Board of Trustees

Monday, January 27, 2020

President Pat Schuster called the Board of Trustees meeting to order at 5:03 pm.

I. Roll Call

Present: Trustees , Marshall Anderson, Pat Schuster, Fiona McCarroll, Chris Mallers, Mary Malloy-Rhee, Rose Ann Kendall, and Vicky Klein

Absent: none

Also present were: Director- Julie Wendorf, Laura Clemons, Kate Lodovisi, Mary Harrigan, and Kristal Rada.

II. Approval of Meeting Agenda

President Schuster moved we add a request to carry over additional vacation request, from Director Julie Wendorf. It will be item I. under New Business.

Second by Trustee Anderson. All were in favor.

III. Approval of Minutes of Regular Meeting December 16, 2019.

Trustee Kendall moved to approve the minutes, second by Trustee Malloy-Rhee. All were in favor.

IV. Financial Report

Trustee Kendall moved for:

A. Approval of warrants #24040-#24105

B. Approval of two transfer warrants for payroll on 1/31/20 and 2/14/20

- C. Approval of net payroll deposits
- D. Approval of payroll related warrants #1382-1384, ACH Payments for Deferred Compensation, and PERF. Second by Trustee McCarroll. All were in favor.

V. **President's Report-** None

VI. **Directors Report-** Julie Wendorf

Julie reported on the numerous, meetings, events, and outreach programs she participated in this past month. Julie currently has two candidates for the two open positions. Julie met with the owner of the new restaurant that will be opening next door. They have requested to use a portion of our green space for outdoor dining. Julie feels that they have come to an agreement, where the restaurant can use about 20 feet of the area, this will not infringe on our use of the area. They would just be using part of the landscaped area. The restaurant would pay for all costs and have offered to partner with us when needed. After much discussion and a look at the property, the board agree that we were interested and advised Julie to contact the owners and advise them to proceed to the next step. The cleanup at Winfield is moving along. There is a new bill in the State Senate regarding Libraries, SB410. Julie passed out the library's year end statistics.

VII. **Unfinished Business**

A. Program Reports

Mary Harrigan- Reference

181 patrons used our study rooms in December
SRCS-We borrowed 123 books from other libraries, and we
loaned 62 of our books, there were 4 unfilled requests.
444 technical questions were answered.
1,240 reference questions were answered.
They proctored 1 exam. Jeanene is continuing to work with
the Calumet Curators' Group. They are opening the second
part of their exhibit. It will open this Thursday, January 30th,
at the Gary Public Library.

Laura Clemons-Communications Department

Laura is currently working on Mini Golf, which will be held
April 18th. Laura is looking for sponsors for the event.
She also reported on the Friends upcoming events for next
year.

Youth Services- Kristal Rada

Total Programs-43

Attendance- 880

Number of reference transactions 372

Notable Programs in December:

Holiday Open House

Teen DIY Gift Workshop

Noon Year's Party

Find the Gnome

Grand total of programs for 2019:

498 with 13,378 in attendance

B. Travel Report- none

VIII. New Business

A. Library Projects-None.

B. Approval of Mileage Reimbursement Rate for 2020

The reimbursement rate will be \$.57 per mile. Trustee Anderson moved to approve, second by Trustee Mallers. All were in favor.

C. Approval of Job Description for Programing and Outreach Specialist

Trustee McCarroll moved to approve, second by Trustee Anderson. All were in favor.

D. Resolution for Enlargement of PERF

Trustee Klein moved to add the job title of Head of Operations to PERF, second by Trustee Kendall. All were in favor.

E. Approval of Updated Personnel Policies

Trustee Klein moved to approve the update of the Health and Dental personnel policies. Second by Trustee Anderson. All were in favor.

F. Approval of Revision of Job Descriptions

Trustee McCarroll moved for the approval of the revision of job descriptions. Second by Trustee Klein. All were in favor.

G. Approval of Resolution to Adopt Salary Schedule, COLA Increase, and 2020 Holiday Schedule

Trustee Klein moved to approve, second by Trustee Kendall. All were in favor.

H. Professional Travel

Trustee Anderson moved to approve professional travel, second by Trustee Klein. All were in favor.

I. Request to Carry Over Vacation

Trustee McCarroll moved to allow Julie to carry over an additional 7 days of vacation from last year, in addition to the 5 that are allowed. For a total of 12 vacation days carried over. Second by Trustee Anderson. All were in favor.

IX. Acknowledgments

A. Monetary Donations

Marshall Anderson

Judith Kopchik for books

CP Library Crochet Group in memory of Sue Elizondo

- X. **Public Comments-** Carol Bangsburg complimented Julie and the Library Staff on the great job they are doing. She was especially likes the new play store up in Youth Services. Some of the money from the donation given in memory of Sharon Greening was used for that project.

Carol Fisher also complimented Julie and her staff.

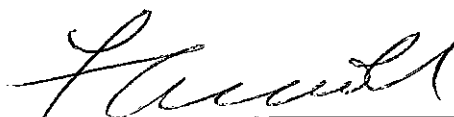
XI. **Adjournment-** President Schuster asked for a motion to adjourn. Trustee Mallers moved to adjourn second by Trustee Anderson at 5:58 p.m. All were in favor.

Crown Point Community Library
Minutes of Regular Meeting, Board of Trustees
January 27, 2020
Page Seven

Respectfully submitted,

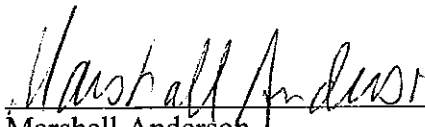


Patrick A. Schuster, President

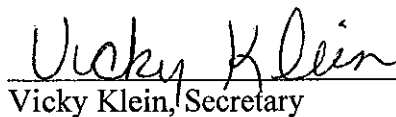


Fiona McCarroll

Mary Malloy-Rhee, Vice President

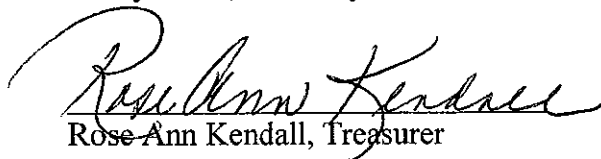


Marshall Anderson



Vicky Klein, Secretary

Chris Mallers



Rose Ann Kendall, Treasurer