

Crown Point Community Public Library

Regular Meeting of the Board of Trustees

Monday, July 27, 2020

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

I. Roll Call

Present: Julie Wendorf, Pat Schuster, Vicky Klein, Marshall Anderson, and Rose Kendall.

Absent: Chris Mallers, Fiona McCarroll, and Mary Malloy-Rhee

Also present: Kate Lodovisi and Erika Wagner

II. Approval of Meeting Agenda

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

III. Approval of Minutes of Regular Meeting on June 22, 2020

Trustee Anderson moved to approve the minutes, second by Trustee Kendall. All were in favor.

IV. Financial Report

Trustee Kendall moved for:

A. Approval of warrants #24365-#24420

B. Approval of two transfer warrants for payroll on 7/31/20 and 8/14/20

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1405-#1408, ACH Payments for Deferred Compensation, and PERF.

Second by Trustee Klein. All were in favor.

V. President's Report-None

VI. Director's Report- Julie Wendorf advised the board that at this time there will be no change in library services, until the Governor moves the state into Stage 5 of his Back on Track plan. Signs stating that masks are required are in place. This is in compliance with both the Lake County and State of Indiana orders. Very little push back has been received from patrons. Julie has been busy attending meetings and webinars. She has also been working on the budget and applying for grants. She is trying to get as much grant money as possible. Attendance at both locations has been much lower than normal, but this has helped us to keep in compliance with the Back on Track 4.5 mandates. Library programming and meeting room use has been suspended through the month of August.

VII. Unfinished Business

A. Program Reports

Erika Wagner- Programming & Outreach, attended the meeting and gave her report.

Written reports were submitted by Coleen Kasch- Winfield Branch Manager, Youth Services, Mary Harrigan -Reference Department, and Jeanene Letcher-Reference Assistant-the Indiana Room.

B. Travel Report- None

VIII. New Business

A. Library Projects

Due to the retirement of Steve Sobun, Head of Maintenance and Kevin Fricke, Maintenance Assistant, Julie has hired a cleaning company to clean the Library until a permanent arrangement can be put in place.

B. Preliminary Budget Information

After discussion of the preliminary budget calculations, Trustee Kendall moved to approve going forward with the 2021 budget, up to the maximum allowable amount. Second by Trustee Anderson, all were in favor.

C. Resolution Regarding Face Covering Requirement in Library Buildings

After discussion Trustee Anderson moved to approve the face covering resolution, with some changes. Second by Trustee Kendall. All were in favor.

D. Resolution for Declaration of Fiscal Body

Trustee Klein moved to approve a resolution establishing the Lake County Council as the library's designated fiscal body. Second by Trustee Anderson, all were in favor.

E. INPRS Discussion

Julie advised us of the status of the enlargement of the Library's PERF fund.

F. Approval of Job Descriptions for Maintenance Department

Trustee Klein moved to approve the new job descriptions for Maintenance Assistant I and Maintenance Assistant. Second by Trustee Kendall, all were in favor.

G. Approval to Amend Salary Schedule-Maintenance I

Trustee Klein moved to approve the addition of Maintenance Assistant I to the salary schedule. Second by Trustee Kendall, all were in favor.

H. Professional Travel

Trustee Anderson moved to approve the virtual professional travel, second by Trustee Klein, all were in favor.

IX. Acknowledgements

Monetary donation from Mary Lou Clark in memory of Margaret E. Malloy

VII. Public Comments- None

VIII. Adjournment- President Schuster moved to adjourn at 6:17 p.m. All were in favor.

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Respectfully submitted,



Patrick A. Schuster, President



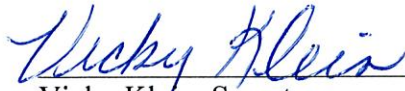
Fiona McCarroll



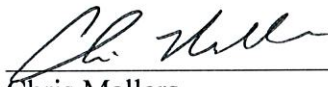
Mary Malloy-Rhee, Vice President



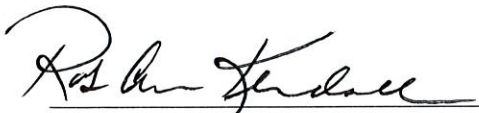
Marshall Anderson



Vicky Klein, Secretary



Chris Mallers



Rose Ann Kendall, Treasurer