

Crown Point Community Public Library

Regular Meeting of the Board of Trustees

Monday, October 25, 2021

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

I. Roll Call

Present: Pat Schuster, Vicky Klein, Marshall Anderson, Rose Kendall, Russ Marcinek, Fiona McCarroll, and Mary Malloy-Rhee.

Absent: None

Also present: Julie Wendorf, & Kate Lodovisi.

II. Approval of Meeting Agenda

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

III. Approval of Minutes of Regular Meeting on September 27, 2021.

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

IV. Financial Report

Trustee Kendall moved for:

A. Approval of warrants #25209-#25266

B. Approval of two transfer warrants for payroll on 10/29 and 11/15/21

C. Approval of net payroll deposits

D. Approval of payroll related warrants #1465-#1468 and 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 has been busy attending various community meetings, doing community outreach, and attending Webinars. The Lake Court House Foundation and Crown Point Historical Museum have contacted Julie, regarding the museum in the Courthouse. She and

Jeanine have met with them. Jeanine and Julie are discussing using materials from the museum for special displays at the Library. The Library pays for each of the school elementary building in the Crown Point Community School Corporation, to Function as a Library branch. This allows access to Tumble books without additional authentication. Erika is busy updating instructional videos, to help parents access these databases, and make them aware of the benefits.

VII. Unfinished Business

Written reports were received from Reference and the Indiana Room, Programming & Outreach, Operations, Youth Services, and the Winfield Branch.

A. Travel Report- None

B. INPRS Discussion- Nothing to report

VIII. New Business

A. Library Projects

A bid was presented for replacing, and updating our current cameras, as well as adding additional cameras. The additional cameras will cover blind spots and provide additional security. These cameras will have automatic updates to their software. Their servers will be located off site. Julie would like approval for a 10 year contract on the cameras. The funds will come from gift and memorial.

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

We have had another leak in the piping for our HVAC system. It was determined by shortening some of the longer runs of pipes, this problem will be avoided. A bid was presented by Artic to repair and correct this issue. Trustee Kendall moved to approve the bid, Second by Trustee Malloy-Rhee. All were in favor.

The refrigerator in the circulation department, needs replacing, a replacement has been ordered.

Future projects being looked at include: replacing cracked and broken endcaps on the shelving in the Children's Department. Also replacing the sound system in the meeting rooms.

B. Nominating Committee for 2022 Board Officers

Trustee Kendall and Trustee Klein offered to head the committee.

C. Approval to Delete Unused Fund Numbers in the Fund Accounting Systems

<u>Fund #</u>	<u>Fund Name</u>	<u>Fund Balance</u>
300	Capital Projects	\$0.00
550	Everett	\$0.00
580	Vieweg Memorial	\$0.00
590	Coe Estate	\$0.00
700	Salisbury	\$0.00
720	Swisher Trust	\$0.00
815	CPCF Grant/Winfield	\$0.00
900	Levy Excess	\$0.00

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

D. Approval To Declare Dormant Unused Funds in the Fund Accounting System

Inactive Fund With Balance- Fund Can Be Declared Dormant & Monies Transferred to Operating Fund

<u>Fund#</u>	<u>Fund Name</u>	<u>Fund Balance</u>
560	Rental Property	\$3,690.17

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

E. Approval to Delete Unused Banks in the Fund Accounting System

Crown Point Community Library Current Unused Bank Accounts

<u>Fund</u>	<u>Bank Name</u>	<u>Fund</u>	<u>Bank Acct. Used For</u>
920	Mainsource	Construction	New Building Constr.
400	Fifth Third	LIRF	CD Investments
100	First Midwest	Operating	CD Investments
300	Fifth Third	Capitol Projects	CD Investments
100	Fifth Third	Operating	CD Investments

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

F. Ratify Approval of LSTA Grant Contract

Trustee Malloy-Rhee moved to approve, second by Trustee Anderson, all were in favor.

G. Ratify Approval of Indiana State Library ARPA Grant Contract

Trustee Malloy-Rhee moved to approve, second by Trustee Anderson, all were in favor.

H. Professional Travel-None

IX. Acknowledgements

A. Monetary donation from Marshall Anderson

X. Public Comments- Carol Bangsburg, liked all the new things happening. Keep up the good work.

XI. Adjournment- President Schuster asked for a motion to adjourn. Trustee Malloy-Rhee moved to adjourn the meeting at 5:50 p.m. Second by Trustee Kendall, 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

Russ Marcinek



Rose Ann Kendall, Treasurer