LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
Work Session – April 25, 2024 – 4:00 pm

Board members present were: Lawrence A. Acheff, President; Sean Conley, Vice President; Molly Dunscombe, Secretary; Michael McIntyre, Alice Hunt-Lounges and Marti Ross.

Also present were: Carol Daumer Gutjahr, Director; John Brock, Assistant Director of Operations and Finance/Treasurer; Roddretta Waxton, Assistant Director of Public Library Services; Greg Madouros, Human Resources Manager; Nick Bliss, Technology Services Coordinator; Jane Gibson, Griffith Branch Manager; Sarah Schmidt, Programming & Collection Performance Librarian; and Beth Brown Nowak, Attorney.

The Board was updated by:

Carol Daumer Gutjahr:

- Staffing updates and resignation of Executive Administrative Assistant
- Anticipated June Board Meeting date change
- ILF’s IN Freadom
- Jennifer McCormick Town Hall request
- Friends of the Library furniture sale

Jane Gibson and Sarah Schmidt:

- PLA Conference reports
The Regular Meeting of the Board of Trustees of the Lake County Public Library was called to order by President Lawrence A. Acheff at 4:31 p.m., Thursday, April 24, 2024, in the Board Room of Merrillville Library – Administration Center, 1919 West 81st Avenue, Merrillville, Indiana 46410-5488.

Board members present were: Lawrence A. Acheff, President; Sean Conley, Vice President; Molly Dunscombe, Secretary; Alice Hunt-Lounges, Michael McIntyre and Marti Ross. Absent: Charman Shields-Williamson.

Also present were: Carol Daumer Gutjahr, Director; John Brock, Assistant Director of Operations and Finance/Treasurer; Roddretta Waxton, Assistant Director of Public Library Services; Greg Madouros, Human Resources Manager; Nick Bliss, Technology Coordinator; Erika Stolarz, Branch Services Coordinator; Jennifer Burnison, Marketing Manager; and Beth Brown Nowak, Attorney.

Acheff welcomed all to the meeting. The first order of business was the approval of the minutes of the regular meeting of March 28, 2024. It was moved by McIntyre and seconded by Hunt Lounges that said minutes be approved. Motion was adopted.

The Treasurer’s Report and Bank Reconciliation was the next item on the agenda. It was filed for audit.

LCPL claims, payroll, and investment transactions totaling $916,662.74 were presented for the Board’s inspection. It was moved by McIntyre and seconded by Ross that the claims list be approved for payment. Motion was adopted.

Next item on the agenda was a recommendation from Daumer Gutjahr for the ratification of the Personnel Report. It was moved by Ross and seconded by McIntyre that the Personnel Report be ratified and distributed. Madouros stated our Digital Lab Library Assistant resigned. Four internal applicants have applied for the position. Several new branch clerks will be starting on Monday, May 6 to fill vacancies. Motion was adopted. [EXHIBIT I]

Board Committee Report: Acheff mentioned the Hobart Ribbon Cutting, on April 6, for the new elevator was very welcoming.
The Library Director’s Report was next. [EXHIBIT II] Daumer Gutjahr reported a possible partnership with Lakeshore Media. The local television studio is interested in creating some promotional videos about library services to air late summer. The Libratory is temporarily closed while we interview for a new Digital Lab Library Assistant. Staff is still accepting drop-offs of film, photos and slides for conversion and requests for 3D printing. Our Webmaster will send out a survey to resident cardholders to collect data on how they use or would use the Libratory.

Brock reported the County Auditor posted the tax rates in the newspaper. This is required as part of the budget process. The reported rate for the library was advertised correctly. Brock also informed the board about upcoming sealcoating and parking lot repairs at several branches. Carpet cleaning is scheduled for some locations this year.

Waxton stated on Monday, April 29, staff will be filming a “Fellowship of the Rings” themed summer reading video.

Madouros informed the board that the Franciscan Health eAccess now has mental health services available for staff.

Bliss reported we are halfway through the SSL Certification season. As of April 24, the Library is PCI compliant for another year.

Stolarz shared Dyer-Schererville Branch’s Kieran Byrne Irish Music program which was sponsored by the Library Foundation. Kieran played a variety of traditional and contemporary Irish songs and explained their historic background. He played 20 minutes longer than planned. It was a great event for the community. Dyer-Schererville’s All Ability program in March allowed participants to create mini Irish cottages.

At the Highland Branch staff offered a Moon Rocks and More program. Attendees of all ages made their own moon rock and other space-themed crafts. The Teen Advisory Board met and the teens and tweens played board games.

The Hobart Branch recently held a Revisiting Our Childhood: Lite-Brite Series in which adults and teens enjoyed playing with a Lite-Brite. The Stick Together Poster event, with around 42 community interactions, involved the completion of a puzzle poster in the honor of the eclipse.

Burnison reported that we had 93 attendees at the Foundation Literary Tea on April 13. It was a successful event and she received a lot of compliments.
Under New Business: The next item on the agenda was approval for the Child and Vulnerable Adult Protection Policy. It was moved by Hunt-Lounges and seconded by McIntyre. Daumer Gutjahr explained the changes would clarify procedures for staff. Motion was adopted.

Next item of the agenda was the approval of the Staff Meeting Attendance. It was moved by Ross and seconded by Dunscombe. Motion was adopted.

There being no further business before the Board the meeting adjourned. The time was 5:02 p.m.

President

Secretary

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