

LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Executive Session – February 22, 2024 – 4:00pm

Board members present were: Lawrence A. Aceff, President; Sean Conley, Vice President; Molly Dunscombe, Secretary; Charman Shields-Williamson, Michael McIntyre, 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; Beth Brown Nowak, Attorney.

As permitted by Indiana Code an executive session was held pursuant (I.C.) 5-14-1.5-6.1. The Board was updated by:

Carol Daumer Gutjahr:

- Personnel Issue

LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Work Session – February 22, 2024 – 4:10pm

Board members present were: Lawrence A. Acheff, President; Sean Conley, Vice President; Molly Dunscombe, Secretary; Charman Shields-Williamson, Michael McIntyre, 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; Beth Brown Nowak, Attorney.

The Board was updated by:

Carol Daumer Gutjahr:

- Merrillville Chiller

Beth Brown Nowak:

- Unclaimed Property

LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting – February 22, 2024

015. The Regular Meeting of the Board of Trustees of the Lake County Public Library was called to order by President Lawrence Acheff at 4:31 p.m., Thursday, February 22, 2024, in the Board Room of the Merrillville Library -- Administration Center, 1919 West 81st Avenue, Merrillville, Indiana 46410-5382.

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

017. 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; Erika Stolarz, Branch Services Coordinator; Nicholas Bliss, Technology Coordinator; Jennifer Burnison, Marketing Manager and Beth Brown Nowak, Attorney.

018. Acheff welcomed all to the meeting and the next item on the agenda is the approval of the minutes of the regular meeting of January 25, 2024. It was moved by McIntyre and seconded by Ross that said minutes be approved. Motion was adopted.

019. The next item on the agenda was the approval of the minutes for the Board of Finance meeting of January 25, 2024. It was moved by Ross and seconded by McIntyre that said minutes be approved. Motion was adopted.

020. The Treasurer's Report and Bank Reconciliation was the next item of the agenda. It was to be filed for audit.

021 LCPL claims, payroll, and investment transactions totaling \$942,169.99 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.

022. Next item of 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 as distributed. Madouros announced that we have 2 new employees, Executive Administrative Assistant and

LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting – February 22, 2024

Graphic Artist. William Hansen has left after 14 years to become a correctional officer at Porter County.

Motion was adopted. [EXHIBIT I]

023. The Library Director's Report was next. [EXHIBIT II] Daumer Gutjahr reported on the results of the Indiana State Library report. Our 2023 operating expenditures per capita increased to \$51.13 requiring an increase to the library's Non Resident Single User Card price. In person program attendance increased 75%. Circulation of materials and public computer use increased at nearly all locations. Our locations saw almost 1.2 million visitors in 2023 (up 47% from 2022). This is still low when compared to 2019 PrePandemic visits.

Administration is contacting security firms for a potential security officer to work evening hours and weekends at Merrillville branch. The Hobart elevator ribbon cutting ceremony is set for Saturday, April 6 at 2:00 p.m.

Brock updated the Board on the annual financial report with the State Board of Accounts which has been completed.

Waxton passed out Eclipse glasses and the Indiana Eclipse Route map. The Eclipse will occur on Monday, April 8, 2024.

The partnership between LCPL and NWI Food Bank, SNAP program has been established. We agreed that the first targeted communities in this partnership would be Griffith, Hobart, and Lake Station-New Chicago. They will be at the Lake Station-New Chicago branch on March, 28th from 3 p.m. – 4 p.m.

Madouros reminded the Board that the 2023 Staff Recognition Dinner is on Friday, March 8, 2024 at the Avalon.

Bliss reported that the business office will be getting new computers next week.

Stolarz reported on: Cedar Lake Branch: The children's highlight was Homeschool Hangout on January 25th with 35 participants. Staff printed out art prompts and put them in binders for

LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting – February 22, 2024

everyone. The kids decorated binders, worked on the art prompts, and created their own prompts to share.

Cedar Lake has a new patron that has been coming in a lot since he received his card.

He excitedly told us that the library and Goodwill were his two favorite places in the world.

St. John Branch: Power Paws for Kids program—Children were invited to read aloud to a Power Paws therapy dog and their volunteer. Attendance: 20.

DYSC Branch: Acrylic Painting Class – 2024 Painting Class for adults, working with acrylics & canvas on an easel. All equipment and supplies provided along with pre-drawn canvases.

Attendance: 14 with several new attendees

DYSC staff thanked Sean Conley and Carol for visiting the branch.

Burnison is excited about the new graphic artist starting on March 1, 2024. The Foundation Tea invitations will be coming soon.

024. Under New Business: Next item on the agenda was the request for an emergency declaration regarding Merrillville Branch's broken chiller. It was moved by Dunscombe and seconded by McIntyre that the Board approve the emergency declaration. Motion was adopted. Quotes will be sought from the following three companies: PremiStar, Gatlin, and Arctic. [EXHIBIT III]

025. The next item on the agenda was Capital Assets Policy Review. It was moved by McIntyre and seconded by Shields-Williamson that the Board approve the Capital Assets Policy Review. Treasurer presented the 2023 Gateway Capital Asset Report to the Board for review. Additions for 2023 including all library books and materials: \$1,197,667, Reductions total: \$2,424,055. Other additions besides library materials were new library car, new library route truck, and new RFID gates for Merrillville. Corresponding reductions of old library car, old route truck, and old RFID gates. Motion was approved. [EXHIBIT IV]

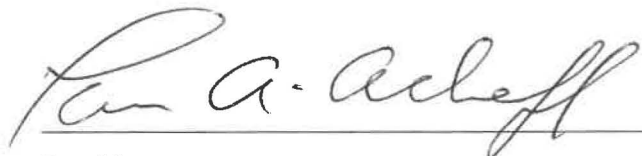
LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting – February 22, 2023

026. It was moved by McIntyre and seconded by Ross that the Board approve the increase in the Non Resident Single User Card price to \$55.00. Motion was adopted. [EXHIBIT V]

027. It was moved by McIntyre and seconded by Ross to approve the Temporary Part-Time Executive Administrative Assistant Job Description. Motion was adopted. [EXHIBIT VI]

028. Next item of the agenda was a recommendation from Daumer Gutjahr for the approval of staff meeting attendance. It was moved by McIntyre and seconded by Ross that the staff meeting attendance be approved as distributed. Motion was adopted. [EXHIBIT VII]

029. There being no further business before the Board, it was moved by McIntyre and seconded by Ross that the meeting adjourn. The time was 5:11 p.m.



President



Secretary

ATTEST
A TRUE COPY