

## LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Work Session – March 28, 2024 – 4:00 pm

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; Nick Bliss, Technology Services Coordinator; Tom Kuhn, CSK Architects; Beth Brown Nowak, Attorney (via Zoom) and Neely Frye, Executive Administrative Assistant.

The Board was updated by:

Tom Kuhn:

- Merrillville Chiller emergency replacement options and quotes.

Robin Johnsen:

- Computers in Libraries conference report.

Carol Daumer Gutjahr:

- Hobart Branch emergency preparedness with Officer Havens.
- Staffing.

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Regular Meeting – March 28, 2024

030. The Regular Meeting of the Board of Trustees of the Lake County Public Library was called to order by President Lawrence A. Acheff at 4:35 p.m., Thursday, March 28, 2024, in the Board Room of Merrillville Library –Administration Center, 1919 West 81<sup>st</sup> Avenue, Merrillville, Indiana 46410-5382.

031. 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.

032. Also present were: Carol Daumer Gutjahr, Director; John Brock, Assistant Director of Operations and Finance/Treasurer; Roddretta Waxton, Assistant Director of Public Library Services; Nick Bliss, Technology Coordinator; Jennifer Burnison, Marketing Manager; Beth Brown Nowak, Attorney (via Zoom); and Neely Frye, Executive Administrative Assistant.

033. Acheff welcomed all to the meeting. The first order of business was the approval of the minutes of the regular meeting of February 22, 2024. It was moved by McIntyre and seconded by Shields-Williamson that said minutes be approved. Motion was adopted.

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

035. LCPL claims, payroll, and investment transactions totaling \$1,147,962.14 were presented for the Board's inspection. It was moved by Ross and seconded by McIntyre that the claims list be approved for payment. Motion was adopted.

036. Next item on the agenda was a recommendation from Daumer Gutjahr for the ratification of the Personnel Report. It was moved by McIntyre and seconded by Shields-Williamson that the Personnel Report be ratified and distributed. Motion was adopted.

[EXHIBIT I]

037. The Library Director's Report was next. [EXHIBIT II] Daumer Gutjahr reported on the recent active shooter training at Hobart Branch. Hobart Police Officer J. Havens presented and advised staff on best practices when faced with an emergency situation.

Hobart Branch Manager, Jo Bonner was contacted by Ms. Jamie Henry regarding a monetary donation on behalf of Mrs. Susan Modrak. Daumer Gutjahr explained the

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donation would be for use within 2024 and presented some ideas on how the donation would be spent.

Brock updated the Board on an issue regarding Certificates of Deposit. The library's financial consultant Baker Tilley notified John that (2) of the library's Certificates of Deposit issued by Flag Star Bank could be affected by the problems at New York Community Bank (parent company of Flag Star). Baker Tilley advises that Flag Star Bank has established a Municipal Letter of Credit with the Federal Home Loan Bank of New York to further insure our deposit with them. Baker Tilley suggests that this additional protection makes holding the CD's a better option than redeeming them early and paying a 6 month interest penalty.

Waxton reported on: Highland Branch: Staff reported positive feedback from a patron regarding his interaction with staff. Highland's All-Ability Program made yarn hearts with 10 in attendance. Teen Advisory Board decorated cookies. The children's program, Love on a Leash, had children read to therapy dogs.

Merrillville Branch: The Creative Arts Summit has opened for application submissions. The committee has received 47 applications thus far.

Munster Branch: Teen Homeschool Hangout talked about black inventors, participated in potato chip tasting, and made Kente Cloths. Teen Rainbow Club made monsters, and Artistic Teens created paintings in the style of Robert Indiana's Love sculpture.

Bliss reported that he is looking into a new phone system. ATN is providing the library with a proposal.

Burnison updated the Board regarding the Literary Tea. It will be held on April 13, 2024. Currently 75 attendees have registered.

038. Under New Business: Next item on the agenda was Merrillville chiller emergency replace/repair options and quote approval. [EXHIBIT III]

Category 1 – Emergency chiller replacement:

Quote #1 - Premistar-Indiana, \$249,900.00 (38-42 week lead time).

Quote #2 - Arctic Engineering, \$253,000.00 (38-40 week lead time).

Quote #3 - Gatlin Plumbing & Heating, Inc., \$277,000.00 (34 week lead time).

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Category 2 – Replace Failed Compressor:

Quote #1 - Premistar-Indiana, \$78,900.00 (8-10 week lead time).

Quote #2 - Arctic Engineering, \$88,000.00 (10-12 week lead time).

Quote #3 – Gatlin Plumbing & Heating, Inc., \$81,000.00 (available 5/20/24)

It was recommended that the lowest quote for replacement be awarded and compressor be replaced as well. Premistar-Indiana low quote in each category. It was moved by Ross and seconded by McIntyre. Motion passed.

039. Next item on the agenda was the approval of the Board Bylaws. It was moved by McIntyre and seconded by Dunscombe that the Bylaws be approved as amended. Motion was adopted. [EXHIBIT IV]

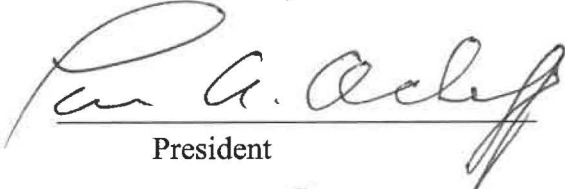
040. Next item on the agenda was the approval of the Donation Policy. It was moved by Ross and seconded by Conley. Motion was adopted. [EXHIBIT V]


041. It was moved by McIntyre and seconded by Ross to approve acceptance of the Modrak donation for Hobart branch. Motion was adopted.

042. Next item of the agenda was the approval of the Staff Meeting Attendance. It was moved by McIntyre and seconded by Ross. Motion was adopted. [EXHIBIT VI]

043. Under Other General Comments: Conley inquired about the policy and process to reserve the large meeting room at the Merrillville library branch.

044. There being no further business before the Board, it was moved by McIntyre and seconded by Dunscombe that the meeting adjourn. The time was 5:22 p.m.

  
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President

  
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Secretary

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