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

Also present were: Carol Daumer Gutjahr, Director; John Brock, Assistant Director of Operations and Finance/Treasurer; Greg Madouros, Human Resources Manager; Erika Stolarz, Branch Services Coordinator; Mike Ayala, Munster Branch Manager; Kelley McDonnell, Merrillville Assistant Manager; Mike Hall, Digital Lab Library Assistant; Jeff Napiwocki, CSK Architects; and Beth Brown Nowak, Attorney.

The Board was updated by:

Mike Ayala and Kelley McDonnell:

- PLA Conference Reports.

Carol Daumer Gutjahr:

- Introduced Mike Hall who accepted the Digital Lab Library Assistant position.
- Julie Bradford introduced the new clerks currently in training.

John Brock:

- Introduced Jeff Napiwocki from CSK Architects.
- Reviewed Dyer-Schererville cooling tower options and quotes.
The Regular Meeting of the Board of Trustees of the Lake County Public Library was called to order by President Lawrence A. Acheff at 4:30 p.m., Thursday, May 23, 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, Marti Ross, and Charman Shields-Williamson.

Also present were: Carol Daumer Gutjahr, Director; John Brock, Assistant Director of Operations and Finance/Treasurer; 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 April 25, 2024. It was moved by McIntyre and seconded by Hunt Lounges that said minutes be approved. Motion was adopted.

Next order of business was the approval of minutes of the special meeting on May 9, 2024. It was moved by McIntyre and seconded by Ross 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. Brock stated today he and Daumer Gutjahr attended the annual Public Library Budget Workshop. It was conducted by the Indiana State library, the Department of Local Government and Finance and the State Board of Accounts.

LCPL claims, payroll, and investment transactions totaling $1,105,343.48 were presented for the Board’s inspection. It was moved by Ross and seconded by Shields-Williamson that the claims list be approved for payment. Motion was adopted. Brock informed the board about a new maintenance truck purchase.

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 Hunt Lounges
that the Personnel Report be ratified and distributed. Madouros stated Marie Briggs is retiring after 35 years at the Library. Motion was adopted. [EXHIBIT I]

The Library Director’s Report was next. [EXHIBIT II] Daumer Gutjahr reported on ideas for the Libratory, its staffing, open hours and patron survey. Andrew Teeple and Technical Services staff cleaned and restored the rare book collection in the board room. Roddretta Waxton and a team of librarians are creating new incentives for adult and teen volunteers.

Brock reported the compressor for Merrillville’s chiller is back ordered. Sealcoating is almost completed at the branches. Carpet cleaning will be done over the holiday weekend at Merrillville branch.

Madouros informed the board that he is reviewing applications, with Daumer Gutjahr, to begin interviews for the Executive Assistant.

Bliss reported we have transitioned to a new voice messaging system with Unique Management.

Stolarz shared highlights from the branches: Munster had a Solar Eclipse Viewing Party. Patrons were invited to watch the solar eclipse in the north parking lot. Inside the branch a green screen was set up for fun picture taking. A live broadcast of the eclipse through NASA was accessible for patrons to watch.

Dyer-Schererville held their first Puzzle Challenge during National Library Week. Four teams, each with 2-3 members, registered to participate. Teams had two hours to complete the 500 piece puzzle. The winning team completed the puzzle with 16:30 minutes left.

Lake Station-New Chicago held a “Spin the Wheel” game during National Library Week. Patrons could spin the wheel for library swag prizes.

Burnison reported the Read-A-Thon breakfast was yesterday. Burnison shared a picture from the event. A student from Hobart Trinity Lutheran School has won consistently for the past eight years. The Friends of the Library furniture sale was held on May 15. The items sold out in one day. The Friends raised $1,228.00
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066. Under New Business: Next item on the agenda was the Dyer-Schererville cooling tower emergency replacement quote approval.

Quote #1 - Premistar-Indiana, $269,900.00 (7-10 week lead time)
Quote #2 - Gatlin Plumbing and Heating, $226,300.00 (7-8 week lead time)

It was recommended that the lowest quote for replacement be awarded to Gatlin Plumbing and Heating in the amount of $226,300.00 plus $23,000.00 for a stainless steel tank. It was moved by McIntyre and seconded by Ross. Motion was adopted. [EXHIBIT III]

067. Next item of the agenda was the approval of date change for the June Board of Trustees meeting to Thursday, June 20, 2024. It was moved by Hunt Lounges and seconded by McIntyre. Motion was adopted.

068. Next item of the agenda was the request to update the job description for the Administrative Assistant. It was moved by Ross and seconded by Shields-Williamson. Motion was adopted. [EXHIBIT IV]

069. Next item of the agenda was the approval of the Staff Meeting Attendance. It was moved by Hunt Lounges and seconded by Ross. Motion was adopted. [EXHIBIT V]

070. There being no further business before the Board the meeting adjourned. The time was 5:10 p.m.

[Signature]
President

[Signature]
Secretary

ATTEST
A TRUE COPY