

## LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Work Session – January 25, 2024 – 4:00pm

Board members present were: Lawrence A. Acheff, President; Sean Conley, Vice President; Molly Dunscombe, Secretary; 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; Roddretta Waxton, Assistant Director of Public Library Services; Greg Madouros, Human Resources Manager; Nicholas Bliss, Technology Coordinator; Erika Stolarz, Branch Services Coordinator, and Beth Brown Nowak, Attorney.

Carol Daumer Gutjahr:

- Merrillville patron issue
- 2024 Board Committee assignments
- WonderBooks
- PLA and ALA Conference concerns
- SB 32 and HB 1221 updates

John Brock:

- E-Rate and Ad-Tech

# LAKE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting – January 25, 2024

001. The Regular Meeting of the Board of Trustees of the Lake County Public Library was called to order by President Lawrence Acheff at 4:30 p.m., Thursday, January 25, 2024, in the Board Room of the Merrillville Library -- Administration Center, 1919 West 81st Avenue, Merrillville, Indiana 46410-5382.

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

003. 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; Nicholas Bliss, Technology Coordinator; Erika Stolarz, Branch Services Coordinator, and Beth Brown Nowak, Attorney.

004. Acheff welcomed all to the meeting. The first item on the agenda was the approval of the minutes of the regular meeting of December 28, 2023. It was moved by Ross and seconded by Shields Williamson that said minutes be approved. Motion was adopted.

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

006. LCPL claims, payroll, and investment transactions totaling \$1,448,315.61 were presented for the Board's inspection. It was moved by Hunt-Lounges and seconded by Ross that the claims list be approved for payment. Motion was adopted. Brock noted the large payment amount this month for insurance was the yearly renewal of our general coverage package. The Library is now with Selective Insurance.

007. Board Committees: Conley stated he visited the branches with Daumer Gutjahr. He enjoyed meeting the staff and had a very enjoyable day.

008. The Library Director's Report was next. [EXHIBIT I] Daumer Gutjahr reported the library received a \$500.00 donation for Imagination Library. The donor was anonymous. Several patrons reported

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suspicious text messages and phone calls claiming patrons owe lost material fees. The texts and phone calls are fraudulent phishing attempts. A social media post will be made to inform the public of these scams. The Hobart Library is planning a ribbon cutting for their new elevator. A date in April is being considered. The Friends donated 300 plastic library bags to Peifer Elementary School for their upcoming Book Swap event.

Brock informed the Board that he is working on the annual financial report and uploading documents to the Indiana Gateway. The final repairs to Merrillville's lower level, due to water damage, were completed. The recent frigid weather in January caused the Munster meeting room sink to freeze. It will be repaired in the spring due to the location of the water pipes.

Waxton reported that she is working with Elizabeth Simons, Merrillville Youth Services Librarian, on two projects. Indiana students' reading scores have barely changed in three years. Simons and Waxton are researching the "Science of Reading" and developing talking points for staff and handouts for our patrons. They are also developing a Youth Volunteer Training program to implement before summer reading.

Madouros gave the Board invitations for the 2023 Staff Recognition Dinner on Friday, March 8, 2024 at the Avalon.

Bliss stated the Library's text messaging system is now sent through a service provided by Unique Management.

Stolarz reported on several branches. Merrillville Branch Assistant Youth Services Librarian Jessica Vasquez will present a Life Skills 101 program for children grades K-5. Children will practice communication skills, including how to introduce themselves and make a phone call from a common phone. The Youth Services Department received two 5-star Google reviews from patrons. Assistant Librarian Linda Phillips visited AHEPA Senior Living Center Building 1 to facilitate a book discussion.

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New Branch Librarian Cristy Stupegia started at the Griffith Branch on January 25, 2024. Branch Manager Jane Gibson facilitated the Teen Chess Club, which meets monthly. Attendance has been good.

At the Hobart Branch, Assistant Youth Services Librarian Meagan Muiser has been doing Sensory Storytimes. Muiser reads a story and children enjoy sensory support stations of play. The Sensory Storytimes are very well attended. Other Youth Services Librarians will start offering a similar program at their branches.

Lake Station-New Chicago Branch had a play reading of a Christmas Carol on December 18. It was a success with 20 patrons attending the event. The play reading was presented by The 219 Project and the New Chicago Parks Department.

009. Under New Business: Next item of the agenda was Resolution 2024-1 Authorizing the Investment of Public Funds. It was moved by Ross and seconded by Hunt-Lounges that the board adopt the resolution. Brock stated this is an annual resolution to allow the library to invest with banks outside of Lake County. [EXHIBIT II]

010. It was moved by Ross and seconded by Conley that the Board approve the Investment Policy. Motion was adopted. Brock explained the policy is reviewed annually and approved every four years. [EXHIBIT III]


011. It was moved by Hunt-Lounges and seconded by Ross that the Board approve the Annual Internal Control Training Certification required by IC 5-11-1-27. Motion was adopted. [EXHIBIT IV]

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

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013. Under General Concerns: Conley stated he met with Victor Garcia from the Food Bank of Northwest Indiana. Garcia was interested in meeting at the library to register eligible residents for SNAP. Daumer Gutjahr explained this could be arranged and asked Waxton to meet with Conley and Garcia to facilitate the relationship.

014. There being no further business before the Board, it was moved by Ross and seconded by Hunt-Lounges that the meeting adjourn. The time was 5:16 p.m.

  
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President

  
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Secretary

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