

**HAMMOND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE HYBRID REGULAR MEETING ON  
OCTOBER 17, 2024 AT 1:00 PM  
HARRIET M. SCHLESINGER BOARD ROOM**

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**PRESIDING:** Louis Gonzales – President

**BOARD MEMBERS PRESENT:**

- Carlotta Blake-King, Vice-President - In person
- Albertine Dent, Secretary - In person
- Caryn Janiga, Treasurer - In person
- Maxine Simmons -- In person
- Tom Novak, In person

**BOARD MEMBERS ABSENT:**

- None

**OTHER PERSONS PRESENT:**

- Cornell White, Executive Director -- In person
  - René L. Greenleaf, Consultant – Virtual
  - Whitney Chapman, Administrative Services Manager – In person
  - Wanda Percudani, Financial Analyst -- In person
  - Jason Scott, Automation Coordinator -- In person
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**II. CALL TO ORDER**

President Gonzalez called the meeting to order at 1:05 p.m.

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**NOTICE OF THE MEETING**

Board Secretary, Trustee Dent, certified:

**THAT notice of the meeting was given via email on October 14, 2024, and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from October 14 -17, 2024.**

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### **III. PUBLIC EXPRESSION**

Trustee Janiga made the motion:

**THAT the floor open for public expression.**

Seconded by: Trustee Novak

Action: Unanimously carried.

- **Community Comments:**

No public comments were made at this time.

Ms. Dent made the motion:

**THAT public expression be closed.**

Seconded by: Trustee Novak

Action: Unanimously carried.

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### **IV. ACTION ITEMS**

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#### **1. APPROVAL OF MINUTES**

Mr. White recommended the approval of the minutes from the September 19, 2024, Executive Session and Regular Board Meeting and the September 26, 2024 Special Board Meeting.

Trustee Janiga made the motion:

**THAT the Board of Trustees approve minutes from the September 19, 2024 Executive Session and Regular Board Meeting and the minutes from the September 26, 2024 Special Board Meeting.**

Seconded by: Trustee Simmons

Action: Unanimously carried.

## 2. FINANCIAL MATTERS

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### **Voucher Approval:**

Mr. White recommended that the Board of Trustees approve claims **#659 through #721**.

Ms. Janiga made the motion:

**THAT the Board of Trustees approve claims #659 through #721.**

Seconded by: Trustee. Novak

Action: Unanimously approved.

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### **Financial Reports:**

Mr. White presented the following financial reports for review:

1. **Appropriation Report**
  2. **Disbursement Report by Fund**
  3. **Financial Report**
  4. **Bank Balances**
  5. **Rainy-Day Fund**
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### **Other Financial Matters:**

- **Advance on Taxes:**

Mr. White recommended seeking an advance on taxes to be collected.

Trustee Janiga made the motion:

**THAT the Board of Trustees approves seeking an advance on taxes to be collected.**

Seconded by: Trustee Simmons

Action: Unanimously carried.

### **3. 2025 Budget Adoption**

Mr. White recommended the Board of Trustees adopt the proposed 2025 budget, emphasizing the primary focus will be sustaining operations, technology upgrades, staff development, and community outreach programs.

Trustee Blake-King asked about the total increase in the 2025 budget compared to the current year. Mr. White clarified the 2025 operating budget reflects an increase of \$186,000 over the the 2024 budget.

Trustee Janiga moved:

**THAT the 2025 Budget be approved as submitted.**

Seconded by: Trustee Simmons

Action: Unanimously approved.

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## **V. DISCUSSION ITEMS**

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### **1. TECHNOLOGY AND INFRASTRUCTURE UPDATES**

- **Tablet Station**

Mr. White reported on the upcoming installation of a new tablet station designed to enhance patrons' access to digital resources. The tablet station will feature 6 tablets available for in-library checkout. The tablets will be available for use during the gala and will be incorporated into library programming.

Trustee Blake-King expressed her excitement for the tablet station, recommending a press release be drafted and the local newspaper be contacted to inform the public.

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### **2. HPL GALA PLANNING**

Mr. White provided an update on the finalized plans and preparations for the 2024 Holiday Gala. There will be a full marketing campaign on social media to promote the event. The Board members offered suggestions and affirmed their support for the event.

### 3. LIBRARY IQ IMPLEMENTATION FOR ACQUISITIONS AND CATALOGING

Mr. White provided an overview of Library IQ, a data analytics platform designed to optimize our acquisitions and cataloging process by providing insight into collection development and cataloging efficiency. The system will seamlessly integrate with our current library management system, resulting in minimal downtime. Training will be provided to appropriate staff members. All data management will comply with privacy regulations and be securely managed. Key benefits include enhanced collection development, improved cataloging, and increased operational efficiency. Staff directly impacted by the implementation of Library IQ will be reassigned to other departments.

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### VI. PUBLIC EXPRESSION

Trustee Novak made the motion:

**THAT the floor open for public expression.**

Seconded by: Ms. Janiga

Action: Unanimously carried.

- **Additional Community Input:**

Whitney Chapman, Administrative Services Manager, introduced herself and expressed her enthusiasm to be back and eagerness to move the library's initiatives forward.

The Board briefly discussed the mobile checkout machine and requested a presentation on its functionality and usage statistics at the November board meeting.

Trustee Novak made the motion:

**THAT public expression be closed.**

Seconded by: Trustee Dent

Action: Unanimously carried.

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### CALENDAR

- **HPL Foundation Gala: November 14, 2024 from 5:00 pm - 8:00 pm**
- **Executive Session and Board Meeting:**

The next Executive Session is scheduled for **Thursday, November 21, 2024, at 12:00 p.m.** The Regular Board Meeting will follow in the Harriet M. Schlesinger Board Room.

**VII. ADJOURNMENT**

Trustee Novak made the motion:

**THAT the meeting adjourn.**

Seconded by: Trustee Janiga  
Action: Unanimously carried.

The meeting adjourned at **2:10 p.m.**

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**Vice President:**

Trustee Blake-King

**Secretary:**

Trustee Albertine Dent