

**HAMMOND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF THE HYBRID REGULAR MEETING ON**  
**JANUARY 16, 2025, AT 1:00 PM**  
**HARRIET M. SCHLESINGER BOARD ROOM**

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**PRESIDING:** Tom L. Novak – President

**BOARD MEMBERS PRESENT:**

- Maxine Simmons, Vice-President - In person
- Caryn Janiga, Treasurer - In person
- Carlotta Blake-King,- In person
- Luis Gonzalez, In person

**BOARD MEMBERS ABSENT:**

- Albertine Dent

**OTHER PERSONS PRESENT:**

- Cornell White, Executive Director -- In person
- Amanda Aguilera, Head of Info Services – In person
- Whitney Chapman, Admin Manager – In person
- Ursula Whyte, Events Coordinator
- Ruby Rodriguez, Executive Assistant
- Wanda Percudani, Financial Analyst
- Danyelle Martin-Gutierrez, Senior Info Librarian
- Sherrie Olichwier, Network Technician

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**I. CALL TO ORDER**

President Novak called the meeting to order at 1:00 p.m.

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**SECRETARY PRO TEM**

Trustee Janiga moved:

**THAT Trustee Gonzalez serve as Secretary Pro Tem.**

Seconded by: Trustee Blake-King

Action: Motion unanimously carried.

## **NOTICE OF THE MEETING**

Board Secretary Pro Tem, Luis Gonzalez, certified:

**THAT notice of the meeting was given via email on January 13, 2025, and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from January 13 -16, 2025.**

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## **III. PUBLIC EXPRESSION**

Trustee Janiga made the motion:

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

Seconded by: Trustee Gonzalez

Action: Motion unanimously carried.

- Community Comments:

No public comments were made at this time.

Trustee Simmons made the motion:

**THAT public expression be closed.**

Seconded by: Trustee Janiga

Action: Unanimously carried.

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## **IV. ACTION ITEMS**

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

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

Trustee Simmons made the motion:

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

Seconded by: Trustee Blake-King

Action: Unanimously carried.

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## **2. FINANCIAL MATTERS**

### **Voucher Approval:**

Mr. White recommended that the Board of Trustees approve claims **#878 through #929 for 2024 and #1 – #6.**

Trustee Janiga made the motion:

**THAT the Board of Trustees approve claims #878 through #929 for 2024 and #1 - #6 for 2025.**

Seconded by: Trustee Blake-King

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**

### **Other Financial Matters:**

#### **Advance on Taxes:**

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

Trustee Blake-King made the motion:

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

Seconded by: Trustee Simmons

Action: Unanimously carried.

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## **V. DISCUSSION ITEMS**

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### **1. LIBRARY OPERATIONS UPDATE**

Mr. White announced that a presentation on the 2024 statistics will be given at their February meeting.

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## 2. COMMUNITY ENGAGEMENT INITIATIVES

Danyelle Martin-Gutierrez, Senior Info Librarian, presented an overview of her 2024 senior outreach initiatives. She highlighted the nursing homes she visited and showcased the books and crafts she introduced to residents. She also outlined her plans and initiatives for 2025.

Ursula Whyte, Events Coordinator, provided details on the upcoming Black History Program events. The month of February will feature a minority business exp, a genealogy program, and a weekly African American film series.

The Board thanked them for their hard work and dedication to outreach, events, and programming.

The Board requested the library present a dynamic and comprehensive presentation at an upcoming City Council and School Board meeting, highlighting the resources and materials available to the community.

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## VI. PUBLIC EXPRESSION

Trustee Janiga made the motion:

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

Seconded by: Trustee Simmons

Action: Unanimously carried.

- **Additional Community Input:**

Ruby Rodriguez was introduced to the Board in her role as Executive Assistant. The Board welcomed her to the team.

Trustee Gonzalez made the motion:

**THAT public expression be closed.**

Seconded by: Trustee Blake-King

Action: Unanimously carried.

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## VII. CALENDAR

- **Executive Session and Board Meeting:**

The next Executive Session is scheduled for Thursday, February 20, 2025, at 12:00 p.m. The Regular Board Meeting will follow in the Harriet M. Schlesinger Board Room.

**VIII. ADJOURNMENT**

Trustee Janiga made the motion:

**THAT the meeting adjourn.**

Seconded by: Trustee Simmons

Action: Unanimously carried.

The meeting adjourned at **1:40 p.m.**

**President:** Makene Simmons

**Secretary:** Robert Dent

