

HAMMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES OF THE HYBRID REGULAR MEETING ON

MARCH 20, 2025, AT 1:00 PM

HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Tom Novak – President

BOARD MEMBERS PRESENT:

- President **Tom Novak**
- Vice- President **Maxine Simmons**
- Trustee **Carlotta Blake-King**
- Trustee **Caryn Janiga**
- Trustee **Albertine Dent**
- Trustee **Karimar Weekes**

BOARD MEMBERS ABSENT:

- **Luis Gonzalez**

OTHER PERSONS PRESENT:

- Cornell White, Executive Director
- Whitney Chapman, Administrative Services Manger
- Jason Scott, Head of Technical Services
- Ursula Whyte, Event Coordinator

I. CALL TO ORDER

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

II. NOTICE OF THE MEETING

President Novak certified that notice of the meeting was given via email on March 10, 2025. The agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from March 10-20, 2025.

III. PUBLIC EXPRESSION

Trustee King moved:

THAT the floor be opened for public expression.

Seconded by: Trustee Weeks

Action: Motion unanimously carried.

No public comments were offered at this time.

Trustee Dent moved:

THAT public expression be closed.

Seconded by: Trustee Janiga

Action: Motion unanimously carried.

IV. ACTION ITEMS

1. APPROVAL OF MINUTES

Mr. White presented the minutes from the February 20, 2025, Executive Session and Regular Board Meeting.

Trustee Simmons moved:

THAT the Board of Trustees approve the minutes of February 20, 2025, Executive Session and Regular Board Meeting as presented.

Seconded by: Trustee King

Action: Unanimously carried.

2. FINANCIAL MATTERS

a) Voucher Approval

Mr. White recommended approval of vouchers #64 through #116.

Trustee Janiga moved:

THAT the Board of Trustees approve vouchers #64 through #116.

Seconded by: Trustee Weeks

Action: Unanimously carried

b) Advance on Taxes

Mr. White requested authorization to seek an advance on taxes to be collected.

Trustee Simmons moved:

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

Seconded by: Trustee Janiga

Action: Unanimously carried.

c) Financial Reports

Mr. White presented the appropriation report, disbursement report, financial report, and bank balances for Board review.

Trustee Weekes moved:

THAT the Board of Trustees accept the financial reports as presented.

Seconded by: Trustee King

Action: Unanimously carried.

V. DISCUSSION ITEMS

1. FACILITIES MAINTENANCE UPDATES

Mr. White reported that upgrades to the public address (PA) system and water pump repairs are underway, with estimated costs around \$35,000. He further noted that tiling work continues in the lower-level elevator area following flood damage, and insurance is expected to offset a portion of these expenses.

2. PROGRAMMING AND EVENTS – WOMEN’S HISTORY MONTH

Library staff highlighted upcoming Women’s History Month activities, including a Women’s Health Fair. The Board praised staff for their creativity and community-focused approach in event planning.

3. 2024 USAGE AND CIRCULATION STATISTICS

Mr. White presented key 2024 data, noting growth in library cardholders, program attendance, and the use of self-checkout, mobile printing, and digital resources.

4. **FINANCIAL OVERVIEW AND BUDGET CONSIDERATIONS**

Mr. White shared year-end 2024 budget numbers, showing a small surplus. He cautioned that ongoing state discussions regarding property tax reductions may affect library revenues in upcoming budget cycles.

5. **COMMUNITY ENGAGEMENT / DOLLY PARTON IMAGINATION LIBRARY**

Mr. White provided updates on a countywide effort to expand Dolly Parton’s Imagination Library. Further coordination may be required, especially if state-level support is reduced.

6. **CITY COUNCIL AND SCHOOL BOARD PRESENTATIONS**

Trustees and staff discussed scheduling presentations to both the City Council and the School Board to showcase library services and initiatives. Target dates included April 1 (School Board) and April 14 (City Council).

VI. PUBLIC EXPRESSION

Trustee Janiga moved:

THAT the floor be opened for additional public expression.

Seconded by: Trustee Simmons

Action: Unanimously carried.

No additional comments were offered.

Trustee Dent moved:

THAT public expression be closed.

Seconded by: Trustee King

Action: Unanimously carried.

VII. CALENDAR

• **Executive Session and Board Meeting:**

The next Executive Session is scheduled for Thursday, April 17th, 2025, at 12:00 p.m.
The Regular Board Meeting will follow in the Harriet M. Schlesinger Board Room..

VIII. ADJOURNMENT

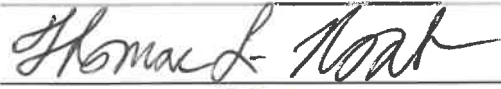
Trustee Simmons moved:

THAT the meeting be adjourned.

Seconded by: Trustee Weeks

Action: Unanimously carried.

The meeting adjourned at 1:48 pm



President



Secretary

