

**Whiting Public Library
Regular Monthly Meeting
June 13, 2023**

Board Members Present:

Walter Wachel, President
Mary Lu Cowley, Secretary
Amy Holmes, Treasurer
Lynn Haynes, Board Member
Ashley Sudar, Board Member
Rachel Wajvoda, Board Member

Board Members Absent:

Brittani Baker, Board Member

Guests:

Others:

Montserrat Inglada, Director
Mary Kershner, Assistant Director
Laura Lopez, Recording Secretary

Public:

A notice of the Regular Board Meeting was faxed to the Times and the Post-Tribune on June 1, 2023. The notice was also posted at the Oliver Street and Ohio Avenue entrances on June 8, 2023.

Mr. Wachel, President called the meeting to order at 6:00 p.m.

Approval of the Minutes of the Regular Board Meeting – May 15, 2023

Mrs. Cowley moved:

THAT the minutes of the May 15, 2023, Regular Board Meeting be approved as submitted.

SECONDED by: Ms. Sudar

ACTION: Carried Unanimously

Report from Board President

Mr. Wachel welcomed the new board member, Rachel Wajvoda.

Director's Report

√ Upon review, all expenditures for May 16 – June 15, 2023 were tabled until the next meeting.

√ Teresa Lekan of TL Design met with Lynn Haynes and the director. The meeting was to retain her services and create a landscaping plan for the library. She was asked to create a simple plan that can be broken down into phases, if necessary.

√ Tony Borgo assembled an inventory of the Local History Room and all its contents and asked the Whiting Historical Society if they would be interested in permanently housing all or part of our collection.

√Per State law, the library must conduct a physical inventory every two years, in addition to yearly capitalizing/depreciating. As a result, we have been in touch with AdTech, which handles this type of work for other schools and libraries.

√ On May 30th, I received an email from Thomas Vavrek of Vavrek Architectural Firm, who the previous Mayor had hired to look into creating a renovation plan for the library. In his email, he inquired about the project, which had been posted in the newspaper, and asked if architectural services would be needed for the first phase; they would be happy to help. I emailed him back and thanked him. I also informed him that during the pandemic, the library had decided to look into finding an architectural group that had experience in working not only with other libraries but with Carnegie libraries, which led us to work with Studio GC.

√The library will purchase exhibit-only passes for Sunday, June 24, 2023, for any board or staff member interested in attending the ALA conference in Chicago.

Building Renovation Update

It is expected that the contract with Studio GC will not be ready until June 20, 2023. A Special Board Meeting will need to be scheduled.

2024 Budget Calendar:

Mrs. Cowley moved:

THAT the 2024 Budget Calendar be approved as submitted

SECONDED by: Ms. Sudar

ACTION: Carried Unanimously

Maintenance, contract renewal, Omni Office Equipment

Mrs. Haynes moved:

THAT the Board approve the maintenance agreement renewal with Omni Office Equipment for a one-year period at a cost of \$2580.00

SECONDED by: Mrs. Holmes

ACTION: Carried Unanimously

Donations, Local History Room

Mrs. Cowley moved:

THAT items on the inventory list be donated to the Whiting Robertsdale Historical Society.

SECONDED by: Mrs. Haynes

ACTION: Carried Unanimously

Policy, Dress Code

Mrs. Haynes moved:

THAT the Dress Code Policy be approved as amended.

SECONDED by: Mrs. Cowley

ACTION: Carried Unanimously

Adjournment

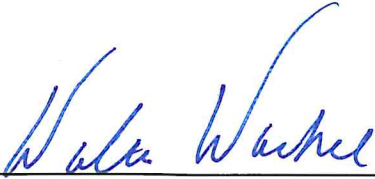
Ms. Sudar moved:

THAT the meeting be adjourned.

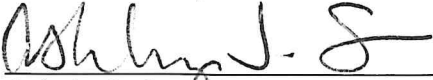
SECONDED by: Mrs. Holmes

ACTION: Meeting Adjourned 7:00 p.m.

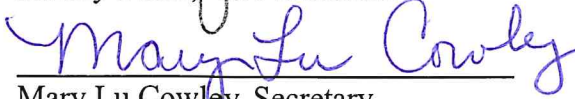
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Walter Wachel, President



Ashely Sudar, Vice-President



Mary Lu Cowley, Secretary



Amy Holmes, Treasurer

Brittani Baker, Board Member

Lynn Haynes, Board Member

Rachel Wajvoda, Board Member

Respectfully submitted,
Laura Lopez

Reviewed by: Mary Lu Cowley, Board Secretary