

**Whiting Public Library
Regular Board Meeting
December 12, 2023**

Board Members Present:

Walter Wachel, President
Ashley Sudar, Vice President
Mary Lu Cowley, Secretary
Brittani Baker, Board Member
Rachel Wajvoda, Board Member

Board Members Absent:

Amy Holmes, Treasurer
Lynn Haynes, 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 December 1, 2023. The notice was also posted at the Oliver Street and Ohio Avenue entrances on December 7, 2023.

Mr. Wachel, President, called the meeting to order at 6:03 p.m.

Approval of the Minutes of the Regular Board Meeting – November 14, 2023

Mrs. Wajvoda moved:

THAT the minutes of the November 14, 2023, Regular Board Meeting be approved as submitted.

SECONDED by: Ms. Sudar

ACTION: Carried Unanimously

*Mrs. Cowley abstains.

Report from Board President

None

Director's Report

√ Upon review, all expenditures were approved for November 16-December 15, 2023.

√ Gluth Brothers was called out to look at a few broken tiles by both entrances and at the downspout by the backdoor, where a lot of water accumulates. They conducted an inspection; we are awaiting the report.

√AdTec reached out to us as they had some availability to work with us regarding our Capital Assets Ledger. Our primary contact for this service, Sarah West, will be here on January 5th to conduct an onsite inventory.

√The Elks would like to borrow the library's laptops once again for their Annual Christmas dinner for the Great Lakes Naval Station recruits, which will be held at the Whiting Lodge on Christmas day from 9 AM until 5:30 PM. The Board has permitted the use of the library's laptops for the event so that recruits may check their email and chat with friends and family.

Building Renovation Update

√ The additional appropriation will be brought before the Whiting City Council on 1/9/24.

√ Every area that was tested for asbestos had a positive result.

√ Mrs. Cowley will reach out to BP to inquire if they can contribute towards the asbestos cleanup.

Personnel Policy

Mrs. Cowley moved:

THAT the Personnel Policy be approved as submitted, effective 1/1/2024.

SECONDED by: Mrs. Wajvoda

ACTION: Carried Unanimously

Election of Officers, FY 2024

Ms. Sudar moved:

THAT Mr. Wachel be nominated for the office of President.

SECONDED by: Mrs. Cowley

ACTION: Carried Unanimously

There being no other nominations, nominations for President closed.

Mrs. Baker moved:

THAT Ms. Sudar be nominated for the office of Vice-President.

SECONDED by: Mrs. Cowley

ACTION: Carried Unanimously

There being no other nominations, nominations for Vice-President closed.

Ms. Sudar moved:

THAT Mrs. Cowley be nominated for the office of Secretary.

SECONDED by: Mrs. Wajvoda

ACTION: Carried Unanimously

There being no other nominations, nominations for Secretary closed.

Mrs. Baker moved:

THAT Mrs. Holmes be nominated for the office of Treasurer.

SECONDED by: Mrs. Cowley

ACTION: Carried Unanimously

There being no other nominations, nominations for Treasurer closed.

Salary Schedule, 2024

Mrs. Cowley moved:

THAT the Board approve the FY 2024 staff salary schedule, with minimum salaries remaining at 2023 levels, and average and maximum salary levels being increased 3.2%.

SECONDED by: Mrs. Baker

ACTION: Carried Unanimously

Staff Salaries

Ms. Sudar moved:

THAT the staff salaries for 2024 be approved as submitted.

SECONDED by: Mrs. Wajvoda

ACTION: Carried Unanimously

Public Notice, Additional Appropriation - 2024

Mrs. Wajvoda moved:

THAT the Board approve Public Notice, Additional Appropriation - 2024 for publication as submitted.

SECONDED by: Mrs. Baker

ACTION: Carried Unanimously

Resolution to Transfer Funds

Ms. Sudar moved:

THAT Resolution 12-23 (1), (2) be approved as submitted.

SECONDED by: Mrs. Wajvoda

ACTION: Carried Unanimously

Resolution to Transfer Funds to the Rainy Day Fund

Mrs. Wajvoda moved:

THAT the Board approve the Resolution to Transfer Funds to the Rainy Day Fund in the amount of \$208,516.65 which is 15% of our 2023 operating budget as allowed by Indiana Department of Local Government Finance.

SECONDED by: Mrs. Cowley

ACTION: Carried Unanimously

AVC Technology Maintenance Agreement, Renewal

Mrs. Cowley moved:

THAT the Board approve the Service Agreement with AVC Technology for a one year period at \$465.00 quarterly.

SECONDED by: Mrs. Wajvoda

ACTION: Carried Unanimously

Access to Gateway, Office Manger

Mrs. Cowley moved:

THAT Laura Lopez, Office Manager be authorized to access Indiana Gateway for Government Units, effective immediately.

SECONDED by: Mrs. Wajvoda

ACTION: Carried Unanimously

Access to Banking, Office Manger

Mrs. Cowley moved:

THAT Laura Lopez, Office Manager be authorized to access all bank accounts at Centier and Peoples Bank, effective immediately.

SECONDED by: Mrs. Baker

ACTION: Carried Unanimously

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AdTec, Contract

Mrs. Cowley moved:

THAT the agreement for Capital Assets Ledger Services with AdTec for years 2023, 2025, and 2027 be approved at a cost of \$3250.00.

SECONDED by: Mrs. Baker

ACTION: Carried Unanimously

Adjournment

Ms. Sudar moved:

THAT the meeting be adjourned.

SECONDED by: Mrs. Wajvoda

ACTION: Meeting Adjourned 6:36 p.m.

Walter Wachel, President

Brittani Baker, Board Member

Ashley Sudar, Vice-President

Lynn Haynes, Board Member

Mary Lu Cowley, Secretary

Rachel Wajvoda, Board Member

Amy Holmes, Treasurer

Respectfully submitted,
Laura Lopez

Reviewed by: Mary Lu Cowley, Board Secretary