

**GARY PUBLIC LIBRARY  
REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
MONDAY, DECEMBER 15, 2025**

**BOARD MEMBERS PRESENT:**

Dr. Lucille Washington, President  
Ms. Linda Collins, Member  
Ms. Crystal O'Brien, Acting Secretary  
Ms. Jacquese White, Member

**BOARD MEMBERS ABSENT:**

Mr. Robert Farag, Vice President  
Ms. McKenya Dilworth Smith, Secretary  
Mrs. Marlinda Tyson-Haymon, Member

**OTHERS PRESENT:**

Diana Morrow, Director  
Mr. Curtis Whitakker, CPA  
Ms. Pamela May, Technology Supervisor  
Ms. Merri Roddy, Executive Assistant  
Ms. Kelly White, Attorney (Zoom)

The Meeting of the Board of Trustees for the Gary Public Library was called to order at 5:34 p.m. on Monday, December 15, 2025, by Board President Dr. Lucille Washington. Dr. Washington asked for a roll call. At the time of roll call results: (4) board members were present (3) were absent.

**ACCEPTANCE OF AGENDA**

Dr. Washington asked for a motion to accept the agenda. Ms. Collins made a motion to accept the agenda. Seconded by Ms. White. She asked for discussions. There were none. Dr. Washington called for a vote. Roll call: Ms. O'Brien, Ms. Collins, Ms. White, Dr. Washington. Motion passed (4) to (0).

**APPROVAL OF BOARD MINUTES**

Approval of Regular Board November 24, 2025

Dr. Washington asked for a motion to accept the Board Minutes from November 24, 2025. Ms. Collins made a motion to accept the minutes. Seconded by Ms. White. She asked for discussions. There were none. Dr. Washington called for a vote. Roll Call: Ms. O'Brien, Ms. Collins, Ms. White, Dr. Washington. Motion passed (4) to (0).

**GARY PUBLIC LIBRARY  
REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
MONDAY, DECEMBER 15, 2025  
PAGE 2**

**NEW BUSINESS**

Accufund Anywhere Migration

Mr. Whittaker asked the board to approve the upgrade of the Accufund software to Anywhere, which gives staff the option to work from any computer. Also added are modules that will help with processing payroll, HR functions and other items that will help the finance department run more efficient. Ms. O'Brien asked if this system is a library specific system. Mr. Whittaker told her it wasn't, but it works for non-profit governments. She asked if there's been any other comparison with other programs and if there's a reason why we are staying with this one. Mr. Whittaker explained because the library is already using the system so they will take our data and upload it to the online system. He also stated that it would be much more expensive to convert to another company's migration system. Ms. Collins asked if training will be given to staff that is not computer savvy. He stated that all staff will get the proper training. Ms. White asked how long the library has entered into the agreement. Mr. Whittaker stated that once we enter into the agreement we will stay if and until we decided to switch to another company. Dr. Washington asked for a motion to approve the Accufund Anywhere Migration. Ms. O'Brien made a motion. It was seconded by Ms. Collins. Roll Call: Yes - Ms. Collins, Ms. White, Ms. O'Brien, Dr. Washington. Motion passed (4) to (0).

Adding to the Agenda Under New Business: Resolution 2025-002 Creation of Employee Salary Policy and Procedure

Dr. Washington moved to amend the agenda. Ms. Morrow asked the attorney if it was ok to amend the agenda to do the resolution. Attorney White stated that the board could actually bring it in under new business or amend the agenda. Dr. Washington asked for a motion for approval. Ms. White made a motion to add to the agenda under New Business Resolution 2025-002 Creation of Employee Salary Policy and Procedure. Ms. Collins seconded.

Ms. O'Brien asked to make an amendment to the resolution to add a timeline when this should be reviewed (within six months). She does not want it to be pushed out to another year. Dr. Washington told her once it's approved it can be revised. Ms. White told the attorney that on the resolution the line where it starts; Be It Resolved needs a minor revision. Attorney White stated it can be revised, and the board can vote on the substance of the resolution, and she will make the minor revisions. Dr. Washington called for a vote. Roll Call:

**GARY PUBLIC LIBRARY  
REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
MONDAY, DECEMBER 15, 2025  
PAGE 3**

Yes - Ms. Collins, Ms. O'Brien, Ms. White, Dr. Washington. Motion passed (4) to (0).

Resolution 2025-002 Creation of Employee Salary Policy and Procedure

Ms. White made a motion to pass Resolution 2025-002. Seconded by Ms. O'Brien. Dr. Washington called for a vote. Roll Call: Yes - Ms. Collins, Ms. White, Ms. O'Brien, Dr. Washington. Motion passed (4) to (0).

**BUDGET & FINANCE**

Mr. Whittaker requested approval from the Board to accept the recommendation to approve agenda items 1 – 4 of the Budget and Finance Agenda. Line item 5 is informational:

|   |                |
|---|----------------|
| 1) Payroll Expense – Actual for November 2025:                          | \$ 146,556.87  |
| Including:  |                |
| Out of Class Pay –Nov,14 2025:  | \$ 42.06       |
| Overtime –Nov. 14, 2025:  | \$ 641.38      |
| Out of Class Pay –Nov. 28, 2025:  | \$ 30.27       |
| Overtime –Nov.28, 2025:   | \$ 173.65      |
| 2) Payroll Expense – Estimate for January 2026:                         | \$ 154,401.43  |
| 3) Unpaid Claims – Oct 1, 2025 – Dec. 11, 2025:                         | \$ 45,587.02   |
| 4) Pre-Paid Accounts Payable Expenses –Oct. 23, 2025<br>-Dec. 11, 2025: | \$ 450,448.38  |
| 5) Cash on Hand as of Nov. 30, 2025                                     | \$3,968,171.24 |

Monthly Interest: \$ 11,528.51  
Annual Interest: \$ 149,221.25

**GARY PUBLIC LIBRARY  
REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
MONDAY, DECEMBER 15, 2025  
PAGE 4**

Mr. Whittaker stated that he and the staff will be looking into payments listed to United Health Care and Blue Cloud Mobil. Mr. Whittaker asked the board to approve the report. Dr. Washington asked the board for a motion to approve the Budget and Finance Agenda. It was moved by Ms. Collins and seconded by Ms. White to accept the Budget and Finance agenda. Dr. Washington called for a vote. Roll Call: Yes – Ms. O'Brien, Ms. Collins, Ms. White, Dr. Washington. Motion passed (4) to (0).

**BUILDINGS AND GROUNDS**

Mr. Jackson reported that the last 60 days he has been working on maintaining heating in all the buildings. He is preparing for the deep freeze expected in January. All boilers are working well. The roofs aren't experiencing any major issues. Ms. White asked Mr. Jackson if he has a staffing plan for the ice-skating rink that is at Woodson Library. He stated that he will have one staff member from facilities during the days the rink will be opened. Dr. Washington stated that if Mr. Jackson needs more staff to let Ms. Morrow know because she personally doesn't think one person would be adequate to handle the crowd. Ms. White stated that it was her understanding that there would be volunteers working at the ice-skating rink. Mr. Jackson confirmed that there is a crew of workers there.

**INFORMATIONAL**

Director's Report

Monthly Management Reports

Dr. Washington asked why the work-study student did not work out in the Children's Area. She was told that the student became ill and was not able to work. She also, pointed out that in monthly management reports Ms. Cooper has recommended that her part-time person become full-time. Dr. Washington asked Ms. Morrow her thoughts on it. Ms. Morrow stated that that person is a great employee and that he could move to another department with a full-time position because Ms. Cooper's department does not have a full-time position available.

**BOARD COMMENTS**

Ms. White asked the attorney if she would advise the board to add to the approval of the ice-skating rink to the agenda to get approved through the board, because it was never brought to the board, and they knew nothing about it and it is happening on the

library grounds. Attorney White stated  
**REGULAR BOARD MEETING**  
**BOARD OF TRUSTEES**  
**MONDAY, DECEMBER 15, 2025**  
**PAGE 5**

that it should be addressed. She stated it should be approved by the board. Dr. Washington stated that it may be a little late to approve it because the position the board has been placed in and the anticipation of the city of Gary. She stated she thinks it would not be prudent for the board to do that at this time. She stated that the things that are going to be put in place it will prevent the board from coming to this place again. Atty. White stated that all signed documents should be presented to the board. Ms. Morrow stated that she would compile all the signed documents and insurances and send it to the board. Atty white stated that there's a lot of things that need to be addressed and a special meeting might be needed because there is some conflict-of-interest questions with this event. Ms. Morrow stated that in the past the library never had to bring a program to be approved by the board. She stated she think it's because of the new Partnership Participation and MOU that were created that opened up these issues. Dr. Washington stated that she thinks the board is going to step back from MOUs until a policy is made to prevents any outside manipulation of the MOUs. Dr. Washington suggested that the board vote on an end date to the Winter Works ice-skating festivities which is December 21, 2025. Atty White suggested that a motion be made that an MOU was entered into with Gary Arts Council and Gary Public Library move to terminate the MOU on December 21, 2025 for the ice-skating that was allowed at the Woodson Branch of GPL. Ms. White stated that she thinks that with the attorney's advice and supporting Dr. Washington a special meeting since there is a lot of information to take in and deal with the legalities at that time. Atty White stated that the Director could notify Ms. Dilworth Smith that the MOU is terminated on the 21st or put it on the record via motion. Ms. O'Brien suggested that the library's PR list the upcoming events early. Dr. Washington stated that the information from the flyer give the dates of December 12 -21. She wants to use the final day on the 21<sup>st</sup> because what she feels is going to happen is they request to extend it because the 1<sup>st</sup> few days got canceled. She does not want someone to come in and say they want to extend it. Dr. Washington stated that the board is directing Ms. Morrow to speak with Ms. Smith and tell her December 21, 2025 is the last day of ice-skating and the MOU is terminated. Ms. O'Brien suggested that when writing new policy, it should be stated that when a board member is partnering with the library to host an event the board approves it first.

The meeting was adjourned at 6:32 p.m.

**GARY PUBLIC LIBRARY  
REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
MONDAY, DECEMBER 15, 2025  
PAGE 6**

**PRESIDENT:** Lucille S. Washington  
Dr. Lucille Washington

**VICE PRESIDENT:** \_\_\_\_\_  
Mr. Robert Farag

**SECRETARY:** Ms. McKenya Dilworth Smith  
Ms. McKenya Dilworth Smith

**MEMBER:** Linda Collins  
Ms. Linda Collins

**MEMBER:** Jacquese White  
Ms. Jacquese White

**MEMBER:** Marlinda Tyson-Haymon  
Mrs. Marlinda Tyson-Haymon

**MEMBER:** Crystal O'Brien  
Ms. Crystal O'Brien