

**GARY PUBLIC LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
MONDAY, FEBRUARY 24, 2025**

BOARD MEMBERS PRESENT:

Dr. Lucille Washington, President
Mr. Robert Farag, Vice President
Mr. Robert L. Buggs, Secretary
Ms. McKenna Dilworth Smith, Member
Mrs. Marlinda Tyson-Haymon, Member

BOARD MEMBERS ABSENT:

Ms. Linda Collins, Member
Ms. Jacquese White, Member

OTHERS PRESENT:

Ms. Diana Morrow, Director
Mr. Curtis Whittaker, CPA
Ms. Merri Roddy, Executive Assistant
Mrs. Pamela May, Technology Services
Hon. Deidre L. Monroe, Attorney

The Meeting of the Board of Trustees for the Gary Public Library was called to order at 5:02 p.m. on Monday, February 24, 2025, by Board President Dr. Washington. Dr. Washington asked for a roll call. At the time of roll call results: (5) board members were present in person.

ACCEPTANCE OF AGENDA

Dr. Washington asked for a motion to accept the agenda. Mr. Buggs made a motion to accept the agenda. Seconded by Mrs. Tyson-Haymon. She asked for discussion. There was none. Dr. Washington called for a vote. Roll Call: Yes – Mr. Buggs, Mr. Farag, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Dr. Washington. Motion passed (5) to (0).

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CERTIFICATION OF EXECUTIVE SESSION

The Secretary certifies for the record that the Executive Session held prior to this meeting was held pursuant to Indiana Code 5-14-1.5-6.1. Agenda, Executive Session of the Board of Library Trustees of the Gary Public Library IC 5-14-1.5-6.1 (b) (5); to receive information about and interview prospective employees. The Board certifies that the public was duly notified pursuant to Indiana Code 5-14-1.5-5. Public Notice of Meetings) and that no final decisions were made during the Executive Session.

Dr. Washington asked the pleasure of the board regarding approval of the Executive Session. It was moved by Mrs. Tyson-Haymon. It was seconded by Mr. Buggs to approve the Certification of Executive Session as presented. Dr. Washington stated it had been properly moved and seconded. She asked for questions or comments. There were none. Dr. Washington called for a vote.

Roll Call: Yes – Mr. Buggs, Mr. Farag, Mrs. Ms. Dilworth Smith, Mrs. Tyson-Haymon, Dr. Washington. Motion passed (5) to (0).

APPROVAL OF BOARD MINUTES

Approval of Regular Board January 27, 2025

Dr. Washington asked the pleasure of the board to approve the regular board meeting minutes for Monday, January 27, 2025. It was moved by Mr. Buggs and seconded by Mrs. Tyson-Haymon. Dr. Washington stated it had been properly moved and seconded. She asked for questions or comments. Dr. Washington pointed out a correction that is needed to add the attorney to the Others Present list. Dr. Washington called for a vote. Roll Call: Yes – Mr. Buggs, Mr. Farag, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Dr. Washington. Motion passed (5) to (0) to include the correction.

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NEW BUSINESS

Staff Positions

Ms. Morrow requested approval to add a new position, Young Adult Associate. She explained that this new position will have similar duties as the Reference Associate and the Children's Associate. The qualifications do not require a Bachelor's degree but is encouraged. The starting salary is \$35,100.00.

Dr. Washington asked for a motion to approve. It was moved by Mr. Farag and seconded by Mr. Buggs. She asked for questions. Ms. Dilworth Smith asked for the salary for the position. Ms. Morrow stated that she will get the starting salary to the board shortly. Dr. Washington called for a vote. Roll Call: Yes – Mr. Buggs, Mr. Farag, Mrs. Tyson-Haymon, Dr. Washington. Abstention – Ms. Dilworth Smith. Motion passed (4) to (1) (0).

Ms. Morrow requested approval to add a full-time position in Facilities Service. She said currently there are 4 part-time positions in the department and she wants to combine 2 of those positions to make it full-time. That new salary will start at \$15 an hour and benefits are included. Ms. Morrow stated that it would not go over our budget because as of now there are full-time position on our budget that will not get filled, so those funds are still available. The starting salary is \$29,250.00. It was moved by Mrs. Tyson-Haymon and seconded by Mr. Farag. She called for a vote. Roll Call: Yes – Mr. Buggs, Mr. Farag, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Dr. Washington. Motion passed (5) to (0).

Dolly Parton's Imagination Library

Ms. Morrow announced that GPL and other libraries throughout Lake County are partnering to launch the Imagination Library founded by Dollywood Foundation. The initiative will give any child aged 5 and under that is signed up a free book a month, at no cost to the participants. Ms. Morrow will announce when the grand opening will be held at GPL.

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Annual Financial Report

Mr. Whittaker reported on the Annual Financial Report for 2024 that was submitted to the Indiana State Board of Accounts. He gave the totals on the beginning cash balances, receipts, disbursements and ending cash balance as of December 31, 2024. All the totals are listed on the report in the board pack. After the report Ms. Dilworth Smith asked if the library owned any property that is not being used. Ms. Morrow told her that all of the libraries that were closed down have been sold. Mr. Farag made a motioned to accept the report and Mrs. Tyson-Haymon seconded. Dr. Washington called for a vote. Roll Call: Yes – Mr. Buggs, Mr. Farag, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Dr. Washington. Motion passed (5) 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) 1) Payroll Expense – Actual for January 2025:	\$ 153,964.57
Including:	
Out of Class Pay –January 10, 2025:	\$ 129.46
Overtime –January 10, 2025:	\$ 97.50
Out of Class Pay –January 24, 2025:	\$ 102.71
Overtime –January 24, 2025:	\$ 242.72
2) Payroll Expense – Estimate for March 2025:	\$155,406.73
3) Unpaid Claims – January 20, 2025 – Feb. 14, 2025:	\$ 43,631.11
4) Pre-Paid Accounts Payable Expenses – January 24, 2025 February 14, 2025:	\$ 136,238.50

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5) Cash on Hand as of January 31, 2025 \$4,463,768.11

Monthly Interest: \$ 15,333.18
Annual Interest: \$ 15,333.18

Dr. Washington asked the board to approve the Budget and Finance Agenda. It was moved by Mr. Buggs and seconded by Mrs. Tyson-Haymon to accept the Budget and Finance agenda. Dr. Washington stated it had been properly moved and seconded. She asked for questions or comments. Mr. Farag explained to the audience the importance of the monthly interest that is accrued every month. He told them that the funds are helpful to the Library's budget. Dr. Washington called for a vote. Roll Call: Yes – Mr. Buggs, Mr. Farag, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Dr. Washington. Motion passed (5) to (0).

BUILDINGS AND GROUNDS

Mr. Hobson stated that there is a wait to start the install of Kennedy Library's boiler when there is good enough weather to do so. Ms. Morrow added to the facilities report that the library had to purchase a hot water heater for Main. It has been installed and working.

INFORMATIONAL

Monthly Management Reports

Inserts in the board pack.

PUBLIC PARTICIPATION

BOARD COMMENTS

Please see the audio for all comments.

The meeting was adjourned at 5:41 p.m.

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PRESIDENT: Lucille D. Washington Dr. Lucille Washington

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

SECRETARY: Robert Buggs Mr. Robert Buggs

MEMBER: McKenya Dilworth Smith Ms. McKenna Dilworth Smith

MEMBER: Jacquese White Ms. Jacquese White

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

MEMBER: Linda Collins Ms. Linda Collins