

**GARY PUBLIC LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
MONDAY, JULY 28, 2025**

BOARD MEMBERS PRESENT:

Mr. Robert Farag, Vice President
Ms. McKenna Dilworth Smith, Secretary
Ms. Linda Collins, Member
Ms. Crystal O'Brien, Member
Ms. Jacque White, Member

BOARD MEMBERS ABSENT:

Dr. Lucille Washington, President
Mrs. Marlinda Tyson-Haymon, Member

OTHERS PRESENT:

Ms. Diana Morrow, Director
Ms. Merri Roddy, Executive Assistant
Mrs. Pamela May, Technology Services
Mr. Frank Ramirez, CPA
Ms. Kelly White, Attorney (via Zoom)

The Meeting of the Board of Trustees for the Gary Public Library was called to order at 5:03 p.m. on Monday, July 28, 2025, by Board Vice-President Mr. Robert Farag. Mr. Farag asked for a roll call. At the time of roll call results: (5) board members were present in person.

ACCEPTANCE OF AGENDA

Mr. Farag asked for a motion to accept the agenda. Ms. Collins made a motion to accept the agenda. Seconded by Ms. Dilworth Smith. He asked for discussion. There were none. Mr. Farag called for a vote. Roll Call: Yes – Ms. O'Brien, Ms. Collins, Ms. Dilworth Smith, Ms. White, Mr. Farag. Motion passed (5) to (0).

APPROVAL OF BOARD MINUTES

Approval of Regular Board May 19, 2025

Mr. Farag asked for a motion to accept the Board Minutes from June 23, 2025. Ms. Collins made a motion to accept the minutes. Seconded by Ms. Dilworth Smith. He asked for discussion. There were none. Mr. Farag called for a vote. Roll Call: Yes – Ms. O'Brien, Ms. Collins, Ms. Dilworth Smith, Ms. White, Mr. Farag. Motion passed (5) to (0).

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BUDGET & FINANCE

Mr. Ramirez 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 June 2025:	\$ 156,856.80
Including:	
Out of Class Pay –June 13, 2025:	\$ 53.85
Overtime –June 13, 2025:	\$ 138.60
Out of Class Pay –June 27, 2025:	\$ 18.12
Overtime –June 27, 2025:	\$ 239.92
2) Payroll Expense – Estimate for August 2025:	\$ 164,157.74
3) Unpaid Claims – June 18, 2025 – July 14, 2025:	\$ 30,634.65
4) Pre-Paid Accounts Payable Expenses –June 20 , 2025 -July 18, 2025:	\$ 270,664.10
5) Spring 2025 Tax Distribution	\$2,259.341.28
6) Cash on Hand as of June 30, 2025	\$5,346,301.94

Monthly Interest: \$ 10,212.49
Annual Interest: \$ 75,375.49

Mr. Ramirez asked the board to approve the report. Mr. Farag asked the board for a motion to approve the Budget and Finance Agenda. It was moved by Ms. Collins and seconded by Ms. Dilworth Smith to accept the Budget and Finance agenda with the corrections.

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Mr. Farag stated it had been properly moved and seconded. He asked for questions or comments. Ms. O'Brien asked someone to help her understand why there was a significant difference between the amounts in May and June's payroll expense. Ms. Morrow explained that in the month of May there were three payroll dates. Mr. Farag called for a vote. Roll Call: Yes – Ms. O'Brien, Ms. Collins, Ms. Dilworth Smith, Ms. White, Mr. Farag. Motion passed (5) to (0).

PERSONNEL

New Hires

Raymond Rance, Custodian, Facilities Services, Part Time (25 hrs. per wk.), salary: \$13.00 per hour. Effective: July 15, 2025

Elizabeth Perez, Custodian, Facilities Services, Part Time (25 hrs. per wk.), salary: \$13.00 per hour. Effective: July 15, 2025

*Pending pre-employment test results.

BUILDINGS AND GROUNDS

Mr. Jackson stated that the department is maintaining the HVAC system. There have been some leaks but it is all condensation. He stated that they are maintaining all the buildings making sure they are all cleaned. Also, getting ready for winter by starting the boilers in August. Ms. Dilworth Smith asked Mr. Jackson what is the winter weatherization plan. He stated that it's a regular performance maintenance such as caulking windows, checking the thresholds on doors, and make sure all the blowers are running. Ms. White, asked for an update on the new system in Kennedy. Mr. Jackson stated that the boiler is installed and when it was started after installation it was running well. He mentioned that new pumps will be installed as well. Ms. White stated that she mentioned to some board members in regards to our the elevator situation, and now bring to everyone's attention that City Hall is also having issues with their elevators. She wants Mr. Jackson to get in contact with someone from City Hall to get a two for one deal on getting repairs done. She suggests that getting with them can save money. Mr. Farag stated that he understands Ms. White's thoughts on getting other entities together to try and save money, but with his experience with working in City Hall, "it's easier said than done." Ms. Dilworth Smith stated that if we do it in such a way that it is their idea it may work.

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INFORMATIONAL

Director's Report

Monthly Management Reports

Please see audio for all comments.

PUBLIC PARTICIPATION

Ms. Tindale spoke.

Please see the audio for all comments.

BOARD COMMENTS

Please see the audio for all comments.

The meeting was adjourned at 5:36 p.m.

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PRESIDENT: Lucille D. Washington Dr. Lucille Washington

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

SECRETARY: _____ Ms. McKenna Dilworth Smith

MEMBER: Linda Collins Ms. Linda Collins

MEMBER: Jacquese M. White Ms. Jacquese White

MEMBER: _____ Mrs. Marlinda Tyson-Haymon

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