

**GARY PUBLIC LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
MONDAY, JUNE 23, 2025**

BOARD MEMBERS PRESENT:

Dr. Lucille Washington, President
Ms. Linda Collins, Member
Ms. Crystal O'Brien, Member
Mrs. Marlinda Tyson-Haymon, Member

BOARD MEMBERS ABSENT:

Mr. Robert Farag, Vice President
Ms. McKenya Dilworth Smith, Secretary
Ms. Jacquese White, Member

OTHERS PRESENT:

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

The Meeting of the Board of Trustees for the Gary Public Library was called to order at 5:05 p.m. on Monday, June 23, 2025, by Board President Dr. Washington. Dr. Washington asked for a roll call. At the time of roll call results: (4) board members were present in person.

ACCEPTANCE OF AGENDA

Dr. Washington asked for a motion to accept the agenda. Ms. Collins made a motion to accept the agenda. Seconded by Mrs. Tyson-Haymon. She asked for discussion. There were none. Dr. Washington called for a vote. Roll Call: Yes – Ms. O'Brien, Ms. Collins, Mrs. Tyson- Haymon, Dr. Washington. Motion passed (4) to (0).

CERTIFICATION OF EXECUTIVE SESSION

Dr. Washington asked the pleasure of the board regarding approval of the Executive Session.

The Acting 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)(2)(C);

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The implementation of security systems. IC 5-14-1.5-6.1(b)(9); to discuss a job performance evaluation of individual employee.

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 Ms. Collins 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 – Ms. O'Brien, Ms. Collins, Mrs. Tyson- Haymon, Dr. Washington. Motion passed (4) to (0).

APPROVAL OF BOARD MINUTES

Approval of Regular Board May 19, 2025

Dr. Washington asked the pleasure of the board to approve the regular board meeting minutes for Monday, May 19, 2025. It was moved by Mrs. Tyson-Haymon and seconded by Ms. O'Brien. Dr. Washington stated it had been properly moved and seconded. Dr. Washington called for a vote. Roll Call: Yes – Ms. O'Brien, Ms. Collins, Mrs. Tyson- Haymon, Dr. Washington. Motion passed (4) to (0).

NEW BUSINESS

Board Committee Assignment

Dr. Washington explained that committee assignments are very important and carry a lot of responsibility. She thanked all the trustees for sitting on them. The committees are as follows:

Budget and Finance

Chair – Mr. Farag

Members - Ms. Collins & Dr. Washington

Building and Grounds

Chair – Ms. White

Members – Ms. O'Brien & Dr. Washington

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Technology and Innovation

Chair – Ms. O'Brien

Members – Ms. White & Dr. Washington

Foundational Research and Special Events

Chair – Ms. Dilworth Smith

Members – Mrs. Tyson -Haymon & Dr. Washington

Policy and Procedures

Full Board of Trustees

Dr. Washington explained that she is requesting the full board to be on this committee because the Library's policy and procedures book is long, and she will be assigning a different member to chair a chapter.

Updated Board of Trustees Bylaws (Informational)

Dr. Washington asked the Trustees to read over the bylaws because there will be a vote to approve them at the next board meeting.

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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 May 2025:	\$ 233,386.94
Including:	
Out of Class Pay –May 2, 2025:	\$ 0.00
Overtime –May 2, 2025:	\$ 291.91
Out of Class Pay –May 16, 2025:	\$ 0.00
Overtime –May 16, 2025:	\$ 1,049.24
Out of Class Pay –May 30, 2025:	\$ 41.08
Overtime –May 30, 2025:	\$ 335.98
2) Payroll Expense – Estimate for July 2025:	\$ 156,291.12
3) Unpaid Claims – May 14, 2025 – June 17, 2025:	\$ 62,698.56
4) Pre-Paid Accounts Payable Expenses –May 16, 2025 -June 13, 2025:	\$ 156,821.31
5) Cash on Hand as of May 31, 2025	\$3,363,421.08
	Monthly Interest: \$ 11,258.38
	Annual Interest: \$ 65,162.98

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 Mrs. Tyson-Haymon and seconded by Ms. Collins to accept the Budget and Finance agenda.

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Dr. Washington stated it had been properly moved and seconded. She asked for questions or comments. Dr. Washington called for a vote. Roll Call: Yes – Ms. O'Brien, Ms. Collins, Mrs. Tyson- Haymon, Dr. Washington. Motion passed (4) to (0).

BUILDINGS AND GROUNDS

Mr. Jackson stated that the boiler at Kennedy is installed and turned on. The old one has been completely removed. He stated that there are some pumps for the new boiler that are needed. He will give Ms. Morrow an estimated price on the installation but if it is too expensive, he would rather do it in-house. Next, he reported that the air conditioner at Woodson went out. He stated that freon was added and it is back working, but he suggested to get a new unit for the summer 2026. Mr. Jackson explained that there were several leaks and a big hole in it. He stated that the BAS system is working fine. The board and Mr. Jackson discussed the air conditioning units for all the branches. He will get quotes for Kennedy Branch.

PERSONNEL

New Hires

Letoya Jones, Library Clerk, Kennedy Branch, Part Time (18 hrs. per wk.), salary: \$13.00 per hour. Effective: May 27, 2025

John Dennis, Librarian/Substituted. Hours and locations will vary. Salary is \$17.50 per hr. Start date is contingent on pre-employment test results.

INFORMATIONAL

Monthly Management Reports

Inserts in the board pack.

PUBLIC PARTICIPATION

Mr. Robert Buggs spoke & Mr. Raymond Rance. Please see the audio for all comments.


BOARD COMMENTS

Please see the audio for all comments.

The meeting was adjourned at 5:39 p.m.

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PRESIDENT: _____
Dr. Lucille Washington

VICE PRESIDENT:  _____
Mr. Robert Farag

SECRETARY:  _____
Ms. McKenya Dilworth Smith

MEMBER:  _____
Ms. Linda Collins

MEMBER:  _____
Ms. Jacquese White

MEMBER: _____
Mrs. Marlinda Tyson-Haymon

MEMBER:  _____
Ms. Crystal O'Brien