

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

BOARD MEMBERS PRESENT:

Dr. Lucille Washington, President
Mr. Robert Farag, Vice President
Mr. Robert L. Buggs, Secretary
Ms. McKenya Dilworth Smith, Member
Mrs. Marlinda Tyson-Haymon, Member
Ms. Linda Collins, Member
Ms. Jacquese White, Member (Zoom)

OTHERS PRESENT:

Ms. Diana Morrow, Director
Ms. Merri Roddy, Executive Assistant
Mrs. Pamela May, Technology Services
Ms. Mary Lewis, Accounting Supervisor
Ms. Kelly White, Attorney

The Meeting of the Board of Trustees for the Gary Public Library was called to order at 5:08 p.m. on Monday, March 24, 2025, by Board President Dr. Washington. Dr. Washington asked for a roll call. At the time of roll call results: (6) board members were present in person (1) via Zoom.

ACCEPTANCE OF AGENDA

Dr. Washington asked for a motion to accept the agenda. Mr. Farag made a motion to accept the agenda. Seconded by Ms. Dilworth Smith. She asked for discussion. There were none. Dr. Washington called for a vote. Roll Call: Yes – Mr. Buggs, Mr. Farag, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Ms. Collins, Ms. White, Dr. Washington. Motion passed (7) to (0).

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. IC 5-14-1.5-6.1(b)(7); for discussion for record classified as confidential by State or Federal Status. 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.

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Dr. Washington asked the pleasure of the board regarding approval of the Executive Session. It was moved by Ms. Dilworth Smith It was seconded Mrs. Tyson-Haymon 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, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Ms. Collins, Ms. White, Dr. Washington. Motion passed (7) to (0).

APPROVAL OF BOARD MINUTES

Approval of Regular Board February 24, 2025

Dr. Washington asked the pleasure of the board to approve the regular board meeting minutes for Monday, February 24, 2025. It was moved by Mr. Farag and seconded by Mrs. Tyson-Haymon. 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, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Ms. Collins, Ms. White, Dr. Washington. Motion passed (7) to (0).

NEW BUSINESS

Events, Program & Activities Committee Meeting

Ms. Dilworth Smith, the chair of the committee, updated the board on the March 6th meeting. She stated that the committee is working with the Library's attorney to draft the language of a Memorandum of Understanding (MOU) that will outline partnerships between the Library and external organizations. Ms. Dilworth Smith pointed out that the MOU is important because the Library gets many requests for partnerships that don't always have benefits for the Library. Therefore the MOU will ensure that all partnerships have mutual benefits. Also during the committee meeting there was commitment to create a campaign to increase the number of library card holder from Pre-K - 4th grade.

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Policy & Procedures Committee Meeting

Mr. Buggs, the chair of the committee meeting, updated the board on the March 6th meeting. He stated that the committee read over the most recent proposed changes of the Board's By-laws that Dr. Washington and Attorney White made changes to. There were some new suggested changes made at the committee meeting that will be resubmitted to the attorney. Mr. Buggs stated that once all of the changes are incorporated the final copy will be submitted to the full board for a vote for the new Board By-Laws.

BUDGET & FINANCE

Ms. Lewis 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 February 2025:	\$ 153,244.81
Including:	
Out of Class Pay –February, 2025:	\$ 23.63
Overtime –February 7, 2025:	\$ 477.44
Out of Class Pay –February 21, 2025:	\$ 0.00
Overtime –February 21, 2025:	\$ 68.91
2) Payroll Expense – Estimate for April 2025:	\$164,615.87
3) Unpaid Claims – Feb. 18, 2025 – March. 18, 2025:	\$ 48,638.40
4) Pre-Paid Accounts Payable Expenses – Feb. 21, 2025 -March 14, 2025:	\$ 216,956.13
5) Cash on Hand as of February 28, 2025	\$4,201,394.12
Monthly Interest:	\$ 13,208.19
Annual Interest:	\$ 28,541.37

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Dr. Washington asked the board to approve the Budget and Finance Agenda. It was moved by Mr. Farag and seconded by Mr. Buggs to accept the Budget and Finance agenda. Dr. Washington stated it had been properly moved and seconded. She asked for questions or comments. Dr. Washington asked why there were payments made to two different elevator companies. Mr. Jackson explained that when the elevator in Main was down that company we are in contract with, Otis Elevators, were giving him the run around. He stated that he had to call another company, KONE, to get it fixed ASAP. Ms. Lewis added that there are two invoices because with KONE it was to repair the elevator and with Otis it was a monthly expense per contract. Ms. Morrow stated she was meeting with the attorney the next day because her assistance is needed with the contact with Otis Elevators. Dr. Washington called for a vote. Roll Call: Yes – Mr. Buggs, Mr. Farag, Ms. Dilworth Smith, Mrs. Tyson-Haymon, Ms. Collins, Ms. White Dr. Washington. Motion passed (7) to (0).

PERSONNEL (Information)

Promotion

LaShon Verge, from Part-Time Custodian to Full-Time Custodian, Salary: \$32,248.13.
Effective March 17, 2025

BUILDINGS AND GROUNDS

Mr. Jackson stated that the boiler at Kennedy is ready to be finished. He is just waiting for the pipefitter and a little better weather. The doors in the Indiana Room were replaced by Glass City. He stated that it was done at a reasonable price and that he would like to get Government Docs doors replaced to stay uniformed. The BAS system technician, (that controls the HVAC, ventilation, heating and air conditioning), is preparing to do the install in Main. Mr. Buggs asked if Mr. Jackson has an update when the Wifi Lounge will be ready for the public. Mr. Jackson answered by stating that the BAS system needs to be working so that facilities department can control how it feels in the room. Ms. White asked if there was any damage to the buildings after the recent tornado in Gary. Mr. Jackson ensured that there was no damage.

INFORMATIONAL

Monthly Management Reports

Inserts in the board pack.

PUBLIC PARTICIPATION

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BOARD COMMENTS

Please see the audio for all comments.

The meeting was adjourned at 5:45 p.m.

PRESIDENT: Lucille S. Washington
Dr. Lucille Washington

VICE PRESIDENT: Robert Farag
Mr. Robert Farag

SECRETARY: _____
Mr. Robert Buggs

MEMBER: McKenya Dilworth Smith
Ms. McKenya Dilworth Smith

MEMBER: _____
Ms. Jacquese White

MEMBER: _____
Mrs. Marlinda Tyson-Haymon

MEMBER: Linda Collins
Ms. Linda Collins