

## **Hammond Public Library**

### **Board Meeting Agenda**

**Date:** Thursday, November 21, 2024

**Location:** Harriet M. Schlesinger Board Room and Virtual

**Time:** Executive Session - 12:00 P.M. | Board of Trustees Meeting - 1:00 P.M.

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#### **Executive Session - 12:00 P.M.**

1. **Call to Order**
  2. **Personnel Matters** (IC 5 – 14 – 1.5 – 6.1(b)(9))
  3. **Adjournment**
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#### **Board of Trustees Meeting - 1:00 P.M.**

1. **Call to Order**
  2. **Pledge of Allegiance**
  3. **Public Expression**
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#### **Action Items**

1. **Approval of Minutes**
  - **October 17, 2024** – Regular Board Meeting
  - **October 17, 2024** – Executive Session
2. **Financial Matters**
  - **Voucher Approval**
    - Claims #\_\_\_\_\_ through #\_\_\_\_\_
  - **Financial Reports**
    - Appropriation Report
    - Disbursement Report
    - Financial Report by Fund
    - Bank Balances
    - Rainy Day Fund Review

- **Other Financial Matters**
    - **Advance on Taxes Recommendation**
  - 3. **Adoption of Revised Policies**
    - **Review and Approval of Policy Updates**
      - **AR7000 Programming**
      - **AR7009 Programming Definitions**
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## **Discussion Items**

1. **Plan for Promoting the Library During the Holidays**
  - **Marketing Strategies**
    - Social media campaigns highlighting holiday events and resources
    - Community outreach programs, including partnerships with local schools and organizations
    - Collaboration with local businesses for cross-promotional opportunities
  - **Holiday Events and Programs**
    - Overview of scheduled holiday-themed events and activities for all age groups
    - Volunteer involvement and staff assignments for event execution
    - Special collections and displays to attract patrons
  - **Budget and Resources**
    - Allocation of funds for promotional materials, decorations, and event supplies
    - Discussion on any additional resources or support needed
2. **Review of the 2024 Holiday Gala**
  - **Event Summary**
    - Recap of the gala held on **November 10, 2024**
  - **Outcomes and Feedback**
    - Attendance figures and community participation
    - Funds raised and how they will support library programs
    - Feedback from attendees, sponsors, and volunteers

- **Lessons Learned**
  - Discussion on successes and areas for improvement for future events

### 3. **Library IQ Implementation for Acquisitions and Cataloging**

- Progress report on system integration and staff training
- Initial insights and benefits observed from data analytics
- Plans for utilizing data to improve collection development and cataloging efficiency

### 4. **Strategic Planning for 2025**

- Discussion on setting goals and priorities for the upcoming year
- Identifying key initiatives and resource allocation
- Community needs assessment and how to address them

### 5. **Staff Development Initiatives**

- Overview of upcoming training programs and professional development opportunities
- Impact on staff performance and service delivery
- Recognition of staff achievements and contributions

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## **Public Expression**

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## **Calendar**

- **Next Meeting: Thursday, December 19, 2024**
  - Executive Session at 12:00 P.M.
  - Board of Trustees Meeting at 1:00 P.M.

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## **Adjournment**