

La Porte County Public Library Board of Trustees Meeting Minutes

March 16, 2023 at 5:30 PM CDT
904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Members: Corey Campbell, Karen Ellison, Nicole Florek, Dara Jeffries

Attorney: Anthony Novak

Staff: Cindy Lane, Fonda Owens, Ann Shaffer

Absent:

Members: Amy Jackson, Rhonda Spence

Members: Vacancy—County Commissioners Appointment

I. Call to Order

President Corey Campbell called the meeting to order at 5:32 pm.

II. Public Forum

President Corey Campbell called for questions or comments from the public. There were none.

III. Consent Agenda

A. Minutes of February 16, 2023 Board of Trustees Meeting

B. Financial Report

C. Statistics

Motion:

A motion was made by Nicole Florek and seconded by Dara Jeffries to approve the consent agenda. The vote was taken and the motion carried.

IV. Reports

A. Managers

Cindy Lane, Administrative Services Manager, spoke about her upcoming retirement and how the succession plan process is working. She informed the Board that it would be her recommendation to have Ann Shaffer serve as Treasurer for the Library. She recommended they take care of that as a part of the election of Board officers for 2023.

Pam Okosun, Community Learning Manager/Interim Public Services Manager, talked about an article in LaPorte County Life that highlighted a partnership with Youth in a Family Advocates and their bowling pin project that they worked on.

Pam Okosun also reported that 53 people attended baby story times and had a good turn out for Preschool Open House event.

Holly Trott, Access and Collections Services Manager, has been working on statistics presentations to better inform the Board and community what is happening at the library.

Toni Kester Bulger, Outreach Services Manager, is planning summer reading programs and summer events.

B. Director

Director, Fonda Owens, reported that the Indiana Avenue steps are now complete and the entrance open. The final punch list was completed on March 16th. The handrail design had to be changed due to current code standards, otherwise, the look and feel are very close to the original. Director Owens reported that the landscaping around the steps will be completed once the weather gets warmer. Work for the window project will resume work starting Saturday, March 18th. They will start with the inside work that needs to be completed and then will work on the outside when it is drier and warms up.

Director Owens reported that Public Services Librarian, Mary Hedge, has decided to retire as of April 14th. Mrs. Hedge has worked for the Library for 41 1/2 years.

Director Owens also reported that the Microsoft conversion is almost complete. Software Implementation and Training Professional Aimee Meier is working with Ivy Tech to schedule in-person staff training on the Microsoft 365.

Ms. Owens reported that the HVAC system at Main has not been working correctly for awhile. The system had a hard time resetting after the window replacements. Testing and balancing of the system is in process. A replacement part for the air handler has been ordered.

Ms. Owens also reported that lighting replacement parts are becoming hard to find. Replacement of fixtures in whole vs parts is being evaluated as needs arise.

Director Owens reported the security cameras at Main, Coolspring and Rolling Prairie branches are in need of replacement. They were installed in 2017. The cameras record onto a server and that server keeps crashing. Cameras are used for safety and security.

Ms. Owens will present a recommendation for replacement cameras later in the meeting.

Director Owens gave a legislative update on SB12. The bill has had a lot of amendments placed on it and has moved to the House for consideration after being approved by the Senate. The Indiana Library Federation is against this bill. A copy of their reasoning was shared with the Board.

SB340 is about state support for Dolly Parton's Imagination Library. This bill could be very beneficial for the Library's continuation of the program. Currently, Friends of The Library are providing funding for this program. The first wave of sign ups were more than expected, so there will be additional funding needs in the next year. Community members can sponsor a child for approximately \$125. Toni Kester Bulger and Fonda Owens were on the radio talking about Dolly Parton's Imagination Library and other groups are asking what they can do to help. Wanantah community is seeking support for this program.

C. Legal Counsel

Attorney Anthony Novak had no items to report at this time.

V. Unfinished Business

A. Election of Board Officers

Karen Ellison moved and Nicole Florek seconded to approve the slate of officers for President, Vice-President, Secretary and Treasurer of the La Porte County Public Library Board of Trustees for the period April 1, 2023 through March 31, 2024 as follows:

Corey Campbell - President
Dara Jeffries – Vice-President
Karen Ellison- Secretary
Ann Shaffer- Treasurer

The vote was taken and the motion carried.

VI. New Business

A. Cancelling Outstanding Checks

A motion was made by Nicole Florek and seconded by Dara Jeffries to cancel outstanding checks from the general checking account with Centier Bank as presented:

Pursuant to IC 5-11-10-5, the following outstanding checks have been unpaid for a period of more than two (2) consecutive years as of year-end December 31, 2022 and are, therefore, void.

Centier Bank checking account #102208646

Check# 40178 Dated 9/17/2020

Payee Alisson Goshorn Amount \$20.00

The vote was taken and the motion carried.

B. Security Camera Replacement

Ms. Owens reported that security cameras at Main and Rolling Prairie are in need of replacing. Some of the cameras are not working and data storage is very limited in the current systems. This is causing a security issue. The cameras at Exchange and Coolspring are working well at this time.

Three quotes were obtained for Main branch:

Cardinal Point - Verkada Camera system with 27 cameras, installation and one year licensing \$49,490.10 - three year licensing \$57,995.10 (savings of 60 per year per camera)

24/7 Security - Verkada Cameras with 27 cameras, one year licensing \$57,418 without installation

CDW-G - Verkada Cameras with 27 cameras, one year licensing \$51,797.12 without installation

Three quotes were obtained for Rolling Prairie branch:

Cardinal Point - Verkada Camera system with 6 cameras, installation and three year licensing \$14,822.42

24/7 Security - Verkada Camera system with 6 cameras, one year licensing \$17,741.60 without installation

CDW-G - Verkada Camera system with 6 cameras, one year licensing \$18,822.66 without installation

A motion was made by Karen Ellison and seconded by Dara Jeffries to accept camera system quote from Cardinal Point for Main branch with three year licensing in the

amount of \$57,995.10 and Rolling Prairie branch with three year licensing in the amount of \$14,822.42. The cost is to be appropriated from Rainy Day Fund. The vote was taken and the motion carried.

VII. Approval and Payment of Claims---APV Batch March 16, 2023

A motion was made by Dara Jeffries and seconded by Karen Ellison to approve payment of claims, APV batch March 16, 2023 as presented. The vote was taken and the motion carried.

VIII. Questions or Comments from the Public

President Corey Campbell called for questions or comments from the public. There were none.

IX. Questions or Comments from the Board

President Corey Campbell called for questions or comments from the Board. There were none.

X. Adjournment

A motion was made by Dara Jeffries and seconded by Nicole Florek to adjourn the meeting at 6:21 pm. The vote was taken and the motion carried.