

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES MAY 19, 2022

CALL TO ORDER

Vice-President Dara Jeffries called the meeting to order at 5:31 PM.

ROLL CALL

Present

Dara Jeffries – Vice-President
Michelle Shirk – Secretary
Marie Gilliland
Rhonda Spence
Karen Ellison

Absent

Corey Campbell – President
Dave Decker

Also in Attendance

Fonda Owens – Director
Cindy Lane – Treasurer

PUBLIC FORUM

Vice-President Jeffries called for questions or comments from the public. There were none.

CONSENT AGENDA

Vice-President Jeffries called for a motion to approve the consent agenda as follows:

Minutes of the April 21, 2022 Board of Trustees Meeting
Financial Reports

Karen Ellison moved and Marie Gilliland seconded to approve the consent agenda as presented. The vote was taken and the motion carried.

REPORTS

Managers

Staff members; Aimee Meier, Software Integration and Training Professional, Holly Trott, Interim Access and Collections Services Manager, and De Burke, Human Resource Professional introduced themselves to the Board and explained their work focus for the organization.

Director

Director Owens updated the Board on construction projects. Exterior window replacement bid documents for the Main Library building are complete and set to be

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released on June 2, 2022. Opening of the bids will take place June 28, 2022 with awarding of the bid to be done at the July 21, 2022 Board meeting.

Last week a group of youths pulled the fire alarm at the Main Library and also damaged the handicap access button at the interior West Maple Ave entrance. The youths were identified from camera footage and ban letters have been sent to each youth and their parents. Criminal mischief charges are being filed.

Director Owens also reported that the 2020 Audit has been completed and filed.

Tax issues from the County for the 2022 year are still on-going. Two different 1782 notices have been issued. Recalculations in the net assessed value will reduce the annual property tax settlement from the original calculation in the amount of about \$118,000. The Library has enough cash reserves to cover this loss in revenue according to Director Owens.

Director Owens also reported that she attended the semi-annual meeting of directors of large public libraries in Indiana.

Ms. Owens is also working on options to deal with multi-factor authentication as increasingly required by software vendors to prevent unauthorized access.

Legal Counsel

Attorney Anthony Novak was not present but his report was presented. Mr. Novak reviewed changes made in the Library's Personal Relationship and Collection Development Policies that will be presented to the Board for approval. He has been made aware of the incidents regarding the youths.

UNFINISHED BUSINESS

Window Replacement at Main Project

Michelle Shirk moved and Marie Gilliland seconded a recommendation to authorize publishing the exterior window replacement bid on June 2, 2022. The vote was taken and the motion carried.

NEW BUSINESS

Revision to Collection Development Policy

Director Fonda Owens presented the updates to the Collection Development policy to the Board, highlighting the changes made to youth access, digital resources, consortium membership and local collections.

Marie Gilliland moved and Michelle Shirk seconded to approve revisions to the Collection Development Policy as presented:

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**La Porte County Public Library
Collection Development Policy**

This policy sets criteria for La Porte County Public Library's collections, including the use, selection, and management of materials both physical and digital.

Philosophy

La Porte County Public Library (LPCPL) takes a community-driven approach to the collection development process. Community-driven collections create a collaborative process between community members and the library. To achieve community-driven collections, library staff not only use data to drive decision-making, but also factor in customer interactions, staff observations, and input from community partners in regard to collections.

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other Library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions. LPCPL strives to provide materials representing diverse viewpoints, in order to be the best source for accurate information within our community. We recognize some materials may be considered controversial and may offend some users. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the Library's adherence to the principles of intellectual freedom.

The Board of Trustees of the Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. The Library uses the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#) as support for balance in collection development.

The Board of Trustees delegates collection development and management to the Director, who oversees the process conducted by the Administrative Team, librarians, and other appropriate staff.

Staff who perform collection development duties are required to attend professional development trainings to maintain appropriate certification/licensing and remain current on industry trends.

Selection Guidelines

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The Collection Management Librarian, along with other librarians, select materials in accordance with the Collection Development Policy and these selection guidelines:

- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes, and biographies.
- Consider the identified, expressed, or anticipated needs and interests of individuals in the general community.
- Include different viewpoints, values, philosophies, cultures, and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Focus on in-demand, current interest titles (purchasing multiple copies as needed) while also cultivating materials in a broad range of subjects.
- Utilize standard selection sources recognized by Library professionals to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing customer needs.
- Consider customer requests within the overarching principles of selection.

Standard selection sources used to identify items for purchase include reviews from professional journals, catalogs, and online resources. The following sources are used to review materials:

- Industry journals and magazines such as *Library Journal*, *School Library Journal*, *Booklist*, *Publisher's Weekly*, *Kirkus*, *Horn Book*, etc.
- Popular magazines such as *BookPage*, *People*, *Entertainment Weekly*, etc.
- Vendor provided reviews
- Popular websites such as Amazon, Good Reads, CommonSenseMedia, etc.
- Webinars and trainings
- Emails/newsletters/online communications from publishers

Access to Collections

The Library Bill of Rights and Access to Library Resources and Services for Minors of the American Library Association states that the rights of an individual to the use of a library should not be denied or abridged because of age, race, religious beliefs, sexual orientation, national origin, socioeconomic or education level, or social or political views.

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In selecting library materials for children, the Library's policy is to provide a diverse, equitable, and inclusive collection that meets the informational, recreational, and cultural needs of children from birth through 8th grade.

The responsibility for reading, listening to, viewing and using library materials and equipment by minors rests with parents or legal guardians.

- Materials intended for youth, ages 0-10, are cataloged for the youth collection.
- Materials intended for youth, ages 11-15, are cataloged for the teen collection.
- Materials intended for ages 16 and older, are cataloged for the adult collection.

Scope of the Collection

LPCPL's collections focus on materials that will meet the needs and interests of a wide audience of customers – including materials of contemporary significance and permanent value. We want to be the community's first source of practical information and fuel lifelong passion for reading and learning. The Library encourages customer suggestions of items to be included in the collection. Customer recommendations are evaluated by the same selection standards used for all library materials.

LPCPL materials are distributed across several locations including the Main Library, branch locations, mobile library, and online. Items can be requested for use at another LPCPL location. Main Library collections are meant to offer a broad choice of materials to meet the diverse needs of all users. Collections at branch locations are intended to be browsing collections with current and popular materials that meet the interests of the communities that branch serves.

Interlibrary loan (ILL) provides access to specialized materials available only in other libraries. LPCPL participates in SRCS, Indiana's Statewide Remote Circulation Service, to provide ILL service.

The Library supports student learning at all academic levels with supplementary materials for reading or reference use by individuals. Materials for curriculum support are provided according to selection criteria and are intended to be supplemental materials for classroom instruction. The Library does not purchase locally adopted textbooks. Multiple copies of a single title for classroom use are not guaranteed.

Digital Resources

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Selection of and access to electronic resources are integral to fulfilling the mission and objectives of the LPCPL. The Library provides a number of web-based resources available via the Library's website, selected using the criteria outlined in the Collection Development policy. These are considered a part of the Library's collection. However, not all materials and information found via the internet are part of the collection.

The Library's Local Digital Archive complements the physical collection and focuses on the direct connection to La Porte County. National or state history events within the collection focus on the events' impact on La Porte County and its residents. Digital Archive collections are managed using the selection standards and processes outlined in this policy.

Consortium Memberships

LPCPL belongs to a variety of consortium organizations that provide materials and databases for use by our Library users. LPCPL, along with the other public library systems across the state, receives access to a wide variety of databases purchased with state funds through the Indiana State Library.

Library of Things

The Library collects non-traditional circulating materials that are within the scope of LPCPL's collections. These tools, technology, equipment, or kits may be used in support of community partnerships or initiatives. Library of Things collections are managed using the selection standards and processes outlined in this policy.

Materials Budget

The materials budget is set annually to meet or exceed Indiana State Library Standards. The materials budget is recommended by the Director and approved by the Library Board of Trustees through the budget process.

Managing the Collection

Standard selection resources are used to identify items for purchase including reviews from professional journals, catalogs, and relevant websites. The Library acquires materials in a variety of formats, to provide for the evolving needs and expectations of the community. The Library uses data and industry trends to decide when to add new formats to the collection and when to discontinue formats from the collection. LPCPL maintains high quality, accurate, and current collections through regular selection, inventory, and weeding. Materials that are outdated, no longer in demand, or physically worn out are discarded from the collection. Inventory and weeding are ongoing processes at all locations. Discarded materials are given to the Friends of the Library in accordance with IC 36-12-3-5.

Donations

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Donations of works that are self-published or by local authors are accepted and considered for inclusion in the collection with the understanding that they may not be added to the collection and are subject to the same collection management guidelines as all materials. Items that are not added to the collection are given to the Friends of the Library.

Internal Review of Materials

Periodically, materials must be reviewed based on content. This may be part of an audit, regular weeding project, or on an as needed basis. The following criteria will help us define poor content when reviewing materials internally:

- Outdated and obsolete information.
- Inaccurate or false information.
- Topics that are no longer of interest or are a part of outdated popular culture.
- Mediocre writing style.
- Superseded editions
- Material that contains biased, racist, or sexist terminology or views.

After reviewing materials one of the following decisions will be made with approval from the Director:

- Retain in the collection
- Move to a new collection
- Remove from the collection

Requests of Reconsideration

The Library accepts public requests for reconsideration for the review, relocation, or exclusion of any library material. Requests and items are reviewed and evaluated according to the selection standards used for all library materials.

Some of the Library's digital content is provided using third party vendors. In instances where individual title selection is not available, selection of the service will be based upon the reputation and overall content offerings of the vendor. In these circumstances, the Library is unable to reconsider digital materials that Library patrons object to, but may inform the third-party vendor of user concerns.

The vote was taken and the motion carried.

Revision to Personal Relation Policy

Karen Ellison moved and Marie Gilliland seconded to approve revisions to the Library's Personal Relationships Policy as presented:

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PERSONAL RELATIONSHIPS POLICY

We trust our employees to maintain clear boundaries between personal and business interactions while at work. This policy seeks to clarify the conduct expected of staff, as to how relationships will be conducted during working hours and within the working environment. It does not prevent the development of friendships or romantic relationships between co-workers.

Personal Relationships:

A personal relationship refers to a close connection between people and includes the following:

A business/commercial/financial relationship

A romantic and/or sexual relationship

A family relationship including: a spousal, civil or other enduring partnership or a relative

A close friendship

During working time employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.

During non-working time, such as lunches, and before/after work periods, employees are not precluded from having personal conversations in non-work areas of the Library as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace.

Employees who allow personal relationships with co-workers to affect the working environment will be subject to the provisions of the Library's disciplinary policy. Failure to change behavior and maintain expected work responsibilities will result in further disciplinary action up to and including termination. In some cases other measures may be a possibility such as transfers to other positions or departments. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.

Romantic and/or Sexual Relationships:

Romantic and/or sexual relationships between co-workers may not be conducted on Library time or on Library premises.

Employees are strictly prohibited from engaging in physical contact such as hand-holding, hugging, kissing, rubbing, touching, groping, and any other form of sexual

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contact that would be in any way deemed inappropriate by a reasonable person while anywhere on Library premises during the working hours.

Co-workers who are involved in a romantic and/or sexual relationship may not work in the same department. It is the responsibility and obligation of the individuals involved to disclose the existence of the relationship to Human Resources. If there is a reasonable alternative opening in another department, HR may recommend a transfer of one of the individuals. If a transfer is not available, the individuals involved will be given the option to end the relationship, or one of them resign. If the decision is not made within 30 calendar days, management will decide who is to be terminated from employment.

Employees who allow romantic and/or sexual relationships with co-workers to affect the working environment will be subject to the appropriate provisions of the Library's disciplinary policy, up to and including termination.

Romantic and/or Sexual Relationships between Supervisor and any Library Employee:

Managers, supervisors, and the Director are strictly prohibited from engaging in consensual romantic and/or sexual relationships with any other employee of the Library.

In the event that such relationships exist or develop, it is the responsibility and obligation of the individuals involved to disclose the existence of the relationship to Human Resources. The individuals involved will be given the option to end the relationship, or one of the them resign. If the decision is not made within 30 calendar days, management will decide who is to be terminate from employment. Failure to disclose such relationships will result in disciplinary action, up to and including termination.

(Refer to Section D of the Equal Employment/Anti-Discrimination and Harassment Policy)

The provisions of this policy apply regardless of the sexual orientation of the parties involved.

The vote was taken and the motion carried.

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Revision to Capital Asset Policy

Michelle Shirk moved and Rhonda Spence seconded to approve the revisions to the Capital Asset Policy has presented:

**La Porte County Public Library
Capitalization Policy**

In accordance with the State Board of Accounts' Accounting and Uniform Compliance Guidelines, the La Porte County Public Library shall establish a policy that provides for recording of capital assets. A Capital Assets Ledger will record an item's description, type of asset, location, date of purchase, acquisition cost, estimated life, depreciation, tag or serial number, date of disposal, and amount received on disposal.

Capital Asset Definition

Capital assets are defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single report period.

Capitalization Threshold

The La Porte County Public Library establishes the following minimum capitalization thresholds for assets which is to be applied on an individual or per item basis, unless the effect of doing so would be to eliminate a significant portion of total capital assets.

Land	\$1
Buildings	\$5,000
Improvements other than buildings	\$5,000
Furnishings, Machinery & Equipment	\$5,000
Infrastructure	\$5,000
Construction in Progress	\$5,000
Collection	\$5,000

Included in the "Collection" category are circulating library materials; Books, Magazines, DVD's, Music CD's, Kits, Playaways, Hotspots and Chromebooks.

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Capitalization Method

Capital assets are recorded at cost as of the date acquired. If cost information is not available, assets are to be recorded by calculating current replacement cost. Relevant historical documents may be used in determining fair value.

Depreciation and Useful Life

In accordance with the State Board of Accounts, a “Depreciable/Amortizable Lives” schedule will be applied to all capital assets except the “Collection”. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Assets are depreciated on a straight-line basis beginning the year placed into service.

“Collection” Assets will be depreciated over that same estimated useful life of five (5) years beginning the year placed into circulation. An annualized amount is deducted from accumulated depreciation each year. Annual depreciation and reduction in accumulated depreciation is calculated at year end.

Internal Control

As required by the Indiana State Board of Accounts, a physical inventory is to be performed comparing the asset listing to actual items, ensuring the inventory is accurate and that assets have not been removed without authorization. Inventory should be completed every two (2) years.

Donated Assets

Donated assets must be capitalized at market value as of the date of donation. Market value is defined as the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty.

Retirement of Assets

Asset retirements must be recorded including accounting for any money received. Documentation of the asset retirement should be retained. “Collection” Asset is disposed of is considered fully depreciated in the year of disposal regardless of how long it has been in circulation.

Construction in Progress

Capital expenditures incurred with constructing or developing a tangible or intangible capital asset before it is substantially ready to be placed into services is categorized as Construction in Progress. Once the asset is complete and placed into service the asset will be reclassified into the appropriate capital asset category. Until the asset is placed into service no depreciation expense will be incurred.

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Revised: May 19, 2022, La Porte County Public Library Board of Trustees

Adopted: January 20, 2022, La Porte County Public Library Board of Trustees. To be effective January 1, 2021.

The vote was taken and the motion carried.

Recommendations for Health and Life Insurance Benefits

Craig Menne from General Insurance Services presented the 2022/2023 benefits coverage for health, dental, vision and life insurance. Quotes for health insurance from UHC and Anthem were received with UHC lowest bid at 13.5% increase. Dental, vision and life insurance plans are still in their multi-year contracts, therefore, the cost for these coverages will remain the same.

Due to the large cost increase in health insurance cover, Director Owens presented to the Board a recommendation to change the percentage the Library pays for insurance coverage from 75% to 80%. This increase in percentage change would cost the Library an additional \$18,000 for the coverage year.

Marie Gilliland moved and Karen Ellison seconded to approve the recommendations for group health benefits as follows:

1. Change the employer and employee contribution percentage for all health, dental, and vision plans to 80/20 (currently it is 75/25). The result of this change will lower the contribution for the employee and still be an affordable cost for the Library.
2. Health Insurance: Continue to offer two plan options with UnitedHealthcare for the employee to choose from. Both Plans are identical in deductibles and co-pays. The difference is in the network options. By offering more than one option of coverage, the employee can select the plan benefit that best meets his/her needs.
3. Continue the Library contribution to employee Health Savings Account to \$1,000 per calendar year for employees who provide proof of a completed preventive wellness exam in the prior 12 months. Total cost per year = \$41,000.
4. Dental Insurance: Continue to offer a dental plan with Principal. Our dental plan premium is on a guaranteed rate plan cycle so there will be no cost increase for this coming plan year.
5. Vision Insurance: Continue to offer a vision plan with EyeMed. Our vision

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plan premium is on a guaranteed rate plan cycle so there will be no cost increase for this coming plan year.

6. Life Insurance: Continue to provide 100% employer paid Life and AD&D insurance with Principal for employees working 30 hours or more per week. The benefit amount is \$50,000 until the employee turns 65 years old, at which time the benefit reduces by 35%. There is an additional 15% reduction at age 70. Our Life premium with Principal is on a guaranteed rate plan cycle so there will be no cost increase for this coming plan year.

7. Cafeteria Plan: Adopt the Annual Resolution continuing the Section 125 Premium Only Plan. The resolution included with this memo continues the plan that permits staff to pay their premium and make their HSA contributions on a pre-tax basis.

8. WellPorte Health Clinic: Continue to offer services with WellPorte Health Clinic to all employees including primary care services and prescriptions. The Library pays \$18 per month for employee access. The employee contributes \$7 per month for access. If the employee chooses to add dependents the cost to the employee is \$25 per month per dependent.

Resolution for Section 125 Cafeteria Plan

Marie Gilliland made a motion and Michelle Shirk seconded to approve the resolution for the Section 125 Premium Only Plan as presented:

Certificate of Resolution (2022)

For La Porte County Public Library Section 125 Premium Only Plan Year Ending June 30, 2023

The undersigned Secretary or Principal of La Porte County Public Library (the Employer) hereby certifies that the following resolutions were duly adopted by the Board of directors of the Employer on July 1, 2022, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective July 1, 2022, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

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RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

The vote was taken and the motion carried.

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH MAY 19, 2022

Michelle Shirk moved and Marie Gilliland seconded to approve the payment of claims, APV batch May 19, 2022 as presented. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

Vice-President Jeffries called for questions or comments from the public. There were none.

QUESTIONS OR COMMENTS FROM THE BOARD

Vice-President Jeffries called for questions or comments from the Board. Summer Reading program will be starting May 27th. Girls who Code program will also be held this summer with Dara Jeffries volunteering to assist with the program.

ADJOURNMENT

Michelle Shirk moved and Karen Ellison seconded to adjourn the meeting at 6:10 PM. The vote was taken and the motion carried.