

La Porte County Public Library Board of Trustees Meeting Minutes

June 20, 2023 at 5:30 PM CDT
904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Members: Corey Campbell, Dara Jeffries, Rhonda Spence, Bonnie Snider
Staff: Fonda Owens, Ann Shaffer

Absent:

Members: Karen Ellison, Nicole Florek, Amy Jackson

Call to Order

President Corey Campbell called the meeting to order at 5:30 pm.

Public Forum

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

Consent Agenda

- a. Minutes of May 18, 2023 Board of Trustees Meeting
- b. Financial Report

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

Reports

a. Managers

Holly Trott, Access & Collections Services Manager, updated the Board on the Deweyless project. Picture books at Coolspring and Rolling Prairie Branches have been completed. The next focus will be on the Non-Fiction collections.

Toni Kester Bulger, Outreach Services Manager, reported that summer events are in full swing with over 500 children registered for summer reading. Over 125 people attended the Summer Kick Off Celebration and so far for the month of June, and 800-900 people have attended Library events.

b. Director

Director, Fonda Owens, reported new outdoor equipment has been installed at the Fish Lake Branch. Items have color and are more durable. Other project include improving the sound quality in meeting rooms,damping the noise level in the entryways and work areas for Main and the Exchange.

Director Owens explained the idea of having a Business Center at the Main Library with a goal of supporting small/start-up businesses. Need has increased in the community for laminating and business style printing (flyers, banners, business cards, etc). By moving part of the collection, the DVD/CD, to become part of the rest of the collection this would free up space to place the Business Center by the Computer Lounge area.

Director Owens also reported that the transition from the old events software to new LibraryCalendar software is going well. Work will start on the new Library webiste with survery's going out soon. HVAC at Main is having small issues as would be expected with 6-7 years of use. "A Trip through Storyland" visits are going well. The Kalamazoo Regional Education Services Agency to talk about our work with the Library's Mobile Classroom

c. Legal Counsel

Legal counsel was not present.

Unfinished Business

There were no unfinished business items.

New Business

a. Resolution for Transfer to Rainy Day Fund

A motion was made by Dara Jeffries and seconded by Rhonda Spence to approve the Resolution for Transfer to Rainy Day Fund.

La Porte County Public Library
Resolution to Transfer Funds to the Rainy-Day Fund

WHEREAS, the Board of Trustees of the La Porte County Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, pursuant to IC 36-1-8-5.1(d) that the Board of Trustees of the La Porte County Public Library hereby transfers the following amounts from the Operating Fund to the Rainy-Day Fund for the purpose(s) of repair, remodeling, construction, emergency remediation or for making any other lawful library Operating Fund expenditures.

Budget 2022	\$695,000
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The Rainy-Day Fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 20st day of June, 2023 at which meeting a quorum was present.

The vote was taken and the motion carried.

b. Resolution for Transfer to LIRF

A motion was made by Dara Jeffries and seconded by Bonnie Snider to approve the Resolution for Transfer to LIRF.

**RESOLUTION TO TRANSFER TO
LIBRARY IMPROVEMENT RESERVE FUND**

Whereas, it has been determined that the amount budgeted for transfer from the Operating Fund for 2023 to the Library Improvement Reserve Fund in the amount of \$100,000 is available for transfer.

Now, therefore, be it resolved by the Board of Trustees of La Porte County Public Library, La Porte County, La Porte, Indiana, that the amount of \$100,000 be transferred to the Library Improvement Reserve Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same to further the projects of La Porte County Public Library.

Transfer From	Operating Fund	\$100,000
Transfer To	Library Improvement Reserve Fund	\$100,000

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted on this 20th day of June 2023, by the following aye and nay vote.

The vote was taken and the motion carried.

c. Annual Review of Computer Use Policy

Director, Fonda Owens presented the Computer Use Policy with no recommended changes. A motion was made by Dara Jeffries and seconded by Rhonda Spence to approve the Computer Use Policy as presented.

La Porte County Public Library

WI-FI AND COMPUTER POLICY

Information resources will be used by community members with respect for the public trust in accordance with policy and regulations established by the Library's Board of Trustees and Administration.

INTERNET DISCLAIMER

The Internet enables the Library to provide information beyond the confines of its own collections. It allows access to ideas, information, and commentary from around the globe and a vast array of tools and resources for different age levels and points-of-view. The Internet contains materials of a controversial nature. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. Selection policies, which govern the Library's purchase of materials, are not applicable to material accessed via the Internet.

ACCEPTABLE USE

All computer use will be managed in a manner consistent with the Code of Conduct Policy which is posted in the Library. Violations of this policy may result in the loss of Library computer use privileges.

Users agree not to:

1. Use the Internet for malicious purposes. Examples include hampering others' Internet use, intentionally developing programs that bother other users, hacking a computer or computing systems, gaining access to information or resources without permission by the owners or right holders, distributing unsolicited advertising, spreading computer viruses.
2. Break any local, state, or federal law.
3. Conspire to commit crimes.
4. Conduct illicit transactions.
5. Access pornographic, obscene, or sexually explicit material.
6. Violate copyright (see below) and license laws.

7. Vandalize or disable the property of the Library.
8. Disrupt other users by engaging in inappropriate behavior including excessive volume, either in conversation or from headphones

Any user whose conduct violates federal, state or local laws will be prosecuted to the full extent of the law. Violations will result in the loss of Library computer use privileges. La Porte County Public Library will cooperate with the proper authorities in the investigation of illegal activities.

USE OF INTERNET COMPUTERS

1. You must present either a library card or a picture ID to use the Internet computers. If you do not have your Library card, in order to use the unfiltered internet computers, you must present a picture ID with your birthdate on it to Library staff.
2. Internet computers have a time limit of 60 minutes per session. If no one is waiting, you may continue to use the computer.
3. Library staff members have the right to ask a customer to relinquish the use of a computer.
4. Parents/guardians should assist children.
5. Failure to adhere to any of the above-mentioned rules may result in revocation of Internet computer use privileges at the Library.

CHILDREN'S USE OF INTERNET COMPUTERS

1. Parents or guardians assume responsibility for their children's use of the Internet.
2. Children under the age of 18 may have unrestricted access to the public Internet computers in the Main Library and at all branch libraries, if given permission by a parent or guardian. An "Internet Parental Permission Form" signed by a parent or guardian is required.
3. Children under the age of 18 may have access to filtered Internet at all La Porte County Public Library locations at designated computers. No special permission is required from parents or guardians to use these computers.
4. When accompanied by a parent or guardian, all children under the age of 18 may have unrestricted access to the Internet.
5. All use must comply with the Acceptable Use guidelines as listed below.

USE OF WI-FI

1. Wi-Fi access is free.
2. The wireless connection is on an unsecured network.
3. The Library is not responsible for customer hardware or software damage.
4. The Library is not responsible for theft of unattended equipment.

5. The Library reserves the right to terminate a wireless Internet session at any time.
6. Regardless of Wi-Fi source, wireless Internet users on Library premises must:
 - Comply with the Library's Acceptable Use Guidelines for the Internet as described above
 - Use sound muffling headphones or mute sound to avoid disturbing others,
 - Not intercept or receive data not intended for you.

Copyright Warning: Use of the internet of the Library connection in violation of U.S. copyright law is prohibited. The unauthorized reproduction or distribution of a copyrighted work, including infringement without monetary gain, may constitute a crime punishable by up to 5 years in federal prison and a fine of \$250,000.

904 Indiana Avenue, La Porte, Indiana 46350 www.laportelibrary.org Telephone: 219-362-6156
As approved by the La Porte County Public Library Board of Trustees 4/21/2022

The vote was taken and the motion carried.

Approval and Payment of Claims – APV Batch June 20, 2023

A motion was made by Dara Jeffries and seconded by Rhonda Spence to approve payment of claims APV batch dated June 20, 2023. The vote was taken and the motion carried.

Questions or Comments from the Public

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

Questions or Comments from the Board

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

Adjournment

A motion was made by Dara Jeffries and seconded by Bonnie Snider to adjourn the meeting at 5:51 pm. The vote was taken and the motion carried.