

## La Porte County Public Library Board of Trustees Meeting Minutes

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

### **Attendance**

#### **Present:**

Members: Corey Campbell, Dara Jeffries, Karen Ellison, Nicole Florek, and Amy Jackson

Attorney: Anthony Novak

Staff: Fonda Owens, Ann Shaffer

#### **Absent:**

Members: Rhonda Spence, Bonnie Snider

### **Call to Order**

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

### **Public Forum**

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

### **Consent Agenda**

- a. Minutes of June 20, 2023 Board of Trustees Meeting
- b. Financial Report

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

### **Reports**

#### **a. Statistical Reports**

Program attendance has been increasing with over 1500 people attending in the month of June. Nile the Whalemobie, Foody Tuesday's, Barabie booth, Float at the La Porte parade, displays (some of which included the Mobile Classroom, foam machine, etc) at the La Porte County Fair, Lake Fest, Paddle Fest are just a few of the events.

#### **b. Digital Navigator Program**

Director Owens along with Access and Collections Services Manager, Holly Trott presented an evaluation on the Digital Navigators program. The Healthcare Foundation grant report timeline ended July 2023 and a graphic was created to explain the goals verses outcome of the program. The Library will review this programs longetivity, how will it continue in the future.

### **c. Managers**

Pam Okosun, Community Learning Manager, spoke about the successful Cyber Security Camp held by PNW staff at the Exchange. Another great year of Teen Engineering Series led by Library volunteers Dave Thornburg and Earl Adams.

Holly Trott, Access and Collection Manager, is now also supervising the Public Services Librarians as part of the staff restructuring reported Director Fonda Owens. More details about restructuring will be presented later. Chris Maniel, Public Services Librarian, introduced himself to the Board.

Toni Kester Bulger, Outreach Services Manager, is working with Director Owens on grants from Unity Foundation, Healthcare Foundation and Howmet for the Dolly Parton Imagination Library program. Over seventeen hundred children are currently enrolled and if enrollment increases by 50% then a years cost for the program would be \$72,000. Additional funding will be coming from the State of Indiana from their initiative, this funding would be applied as a credit on the monthly invoice.

### **d. Director**

Fonda Owens, Director, gave a projects update reported. Larson-Danielson Construction will be investigating the condition of the Maple Ave doors at Main. Still waiting for a quote on the gutters for Main. The quote for the directional signage at Main and Exchange was higher than expected, will be reaching out to the original signage company. Quote was received for a sound system for Meeting Room B at Main. The system will help with the loud noise in the room that comes from the HVAC units on the roof above.

Director Owens also reported that a website survey was sent and information gathered will be useful in created a new website. Hoping to have a Beta version ready by fall. The HVAC equipment at Kingsford Heights Branch is at the end of its life and quotes have been requested.

Planning and preparing for the 2024 Budget has begun reported Director Fonda Owens. The growth quotient for the 2024 budget is 4%.

**e. Legal Counsel**

Attorney Anthony Novak stated nothing to report.

**Unfinished Business**

There were no unfinished business items.

**New Business**

**a. Request for Re-classification of Positions**

A motion was made by Nicole Florek and seconded by Dara Jeffries to approve Customer Services positions assigned to Hanna and Fish Lake Branches will be reclassified to Paraprofessional Team Lead positions and also re-establishing a Team Lead position at Kingsford Heights branch. The vote was taken and the motion carried.

**b. Request to Create Positions**

A motion was made by Amy Jackson and seconded by Nicole Florek to approve the creation of Programming Coordinator Professional II position and Assistant Director's position for which Toni Kester has been recommend. A vote was taken and the motion carried.

**c. Confirm Budget Hearing/Adoption Dates**

Director, Fonda Owens sent a survey of dates for the Budget Hearing and Budget Adpotion to the board. Dates will be confirmed at the August 17, 2023 board meeting.

**Approval and Payment of Claims – APV Batch July 20, 2023**

A motion was made by Dara Jeffries and seconded by Karen Ellison to approve payment of claims APV batch dated July 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 Nicole Florek and seconded by Dara Jeffries to adjourn the meeting at 6:23pm. The vote was taken and the motion carried.