

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES JULY 21, 2022

CALL TO ORDER

President Corey Campbell called the meeting to order at 5:31 PM.

ROLL CALL

Present

Corey Campbell – President
Dara Jeffries – Vice-President
Marie Gilliland
Rhonda Spence
Karen Ellison
Dave Decker

Absent

Michelle Shirk – Secretary

Also in Attendance

Fonda Owens – Director
Cindy Lane – Treasurer
Anthony Novak – Legal Counsel

PUBLIC FORUM

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

CONSENT AGENDA

President Campbell called for a motion to approve the consent agenda as follows:

Minutes of the June 16, 2022 Board of Trustees Meeting
Minutes of the June 28, 2022 Bid Opening Meeting
Financial Report

Dave Decker moved and Dara Jeffries seconded to approve the consent agenda as presented. The vote was taken and the motion carried.

REPORTS

Summer Interns

Pam Okosun, Community Learning Manager shared a video that was filmed and produced by some of the summer interns. The video introduced each of the summer interns as they shared their work experiences at the Library.

Managers

Toni Kester, Outreach Services Manager spoke about STEAM camp that took place at the Fish Lake Branch. WNIT was there to cover the event as a part of their Education Counts program.

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Julie Wadle, Public Services Manager, explained the Digital Navigator program. The program, funded by a Healthcare Foundation grant written by the Friends of the Library, is focused on expanding computer and technology access to customers. Each pack will include a backpack, Chromebook, charging cords, and a hotspot that can be checked out for an extended period of time.

Director

Director Owens updated the Board on construction projects. Some of the parking lot landscape needs to be replaced, therefore, the retainage for this project will be held until this issue is resolved.

Completion of the Maintenance Building and WiFi Garden is on track to be done by mid-August 2022. The Indiana Ave Stairs project will start in late July. Staff have been given talking points to help answer questions from the community. Information regarding the project will also be posted on the Library's social media outlets.

Ms. Owens reported that the Queen of All Saints schools received a grant from Unity Foundation to participate in the Libraries360 program for the upcoming school year.

As a member of the Sustainability Commission, Director Owens reported that a survey has been issued to community members for input on gaging how to reduce the carbon footprint of the community. The Library has taken steps to reduce its carbon footprint by increasing plantings which reduces the amount of mowing needed.

Ms. Owens reported that she is preparing to begin work on the 2023 budget. She reported that the growth quotient for the 2023 year is 5% and Ms. Owens plans to request the full percentage to grow the Library's budget. She has started reviewing the Library's needs for the next year in preparing budget numbers. A budget meeting with the DLGF representative is scheduled for August 4, 2022.

Director Owens reported that the Summer Reading program is going well with over 11,000 minutes of reading logged so far. A youth camp held at the La Porte Airport, had 53 kids in attendance. Director Owens also reported that we've already met the 2022 goal for increasing the number of registered Makers at the Exchange by 100%. The "Meet the Makers" program, which spotlights community makers, will start in October 2022.

The La Porte County 2019 Audit has been completed and the report has been released. This was the first year the Library was included as a component unit. The SBOA issued a comment on the County's audit about the Library's capital assets specifically in regard to material collections. Director Owens explained that in 2019, the Library was not required to report the material collection as part of capital assets. 2021 was the first year this was required. This information was shared with the auditor at the time the audit was being conducted.

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Legal Counsel

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

UNFINISHED BUSINESS

Window Replacement at Main Project Bid

Dave Decker moved and Dara Jeffries seconded to award the window replacement bid at the Main Library to TimeKey Enterprises, LLC in the amount of \$231,077 to be funded from the Operating Fund. The vote was taken and the motion carried.

NEW BUSINESS

Director Owens requested the Board rescind the Resolution for Temporary Funds Transfer passed at the June meeting due to the tax funds arriving in time to make the payment for the bond on time.

Resolution to Rescind Resolution for Temporary Funds Transfer

Karen Ellison moved and Marie Gilliland seconded to rescind the Resolution for Temporary Funds Transfer as presented:

RESOLUTION TO RESCIND RESOLUTION FOR TEMPORARY TRANSFER OF FUNDS

WHEREASE, the need to temporarily transfer funds no longer exists due to the receipt of revenue that replenished the necessary funds to make the bond payment, the following resolution is hereby rescinded.

WHEREAS, I.C. 36-1-8-4 provides that libraries can make temporary transfers from one fund to another in the event a transfer of money is necessary to replenish a depleted fund; and

WHEREAS, the Board of Trustees of the La Porte County Public Library finds that it is necessary to transfer money to enhance the depleted Bond Fund; and

WHEREAS, there is sufficient money on deposit in the Operating Fund that can be temporarily transferred.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the La Porte County Public Library does hereby transfer \$300,000.00 from the Operating Fund to the Debt Service Fund to meet expenditures; and

BE IT FURTHER RESOLVED, that the money transferred consists only of revenue derived from the levying and collection of property taxes or special taxes or from the operation of the library; and

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BE IT FURTHER RESOLVED, that pursuant to the requirements of IC 36-1-8-4, the money borrowed from the Operating Fund will be returned to the Debt Service Fund by December 1, 2022, such date being within the budget year in which the transfer is occurring.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 16th day of June, 2022, at which meeting a quorum was present.

DULY RESCINDED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 21st day of July, 2022.

The vote was taken and the motion carried.

Request for Loan Rule for Digital Navigator Program

Director Owens requested the Board approve a request to create a loan rule for the digital navigator TechPacks as follows:

TechPacks:

3-month checkout period

Non-reservable

Non-renewable

No overdue fees – overdue devices will be deactivated

Adults 18+ can borrow

All Adult cards allowed except starter adult cards

20 New Hotspots

1-month checkout period

Reservable

Non-renewable

No overdue fees – overdue devices will be deactivated

Same Library card types – Adult, Teacher Youth Limited, Youth Limited, Student Limited, Student Unlimited

Signed Youth Internet Parent/Guardian Permission Form is required

Customers who do not return TechPacks or Hotspots will be charged replacement fees.

Marie Gilliland moved and Karen Ellison seconded to approve loan rules for the Digital Navigator Program as presented. The vote was taken and the motion carried.

Revision to Materiality and Acceptable Risk Policy

Director Owens explained the need to revise the policy by increasing the amount of reporting loss to \$1,000.

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Dave Decker moved and Rhonda Spence seconded to approve the revisions to the Resolution to Adopt Materiality and Acceptable Risk Procedures as presented:

La Porte County Public Library
Resolution to Adopt Materiality and Acceptable Risk Procedures

Whereas, IC 5-11-1-27 (j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property be reported immediately to the State Board of Accounts; and

Whereas, La Porte County Public Library does not condone any erroneous or irregular variances, losses, shortages, or thefts of political subdivision funds or property but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts:

Now, therefore, the Board of Trustees directs as follows:

All erroneous or irregular variances, losses, shortages, or thefts of Library funds or property shall be promptly reported to the Library Director or his/her designee. Documentation of all variances not meeting the threshold will be kept in the Administrative Services Office.

It will be the policy of the Library to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of \$1000 as a single occurrence or multiple occurrences, except for inadvertent clerical errors that are identified timely and promptly corrected with no loss to the Library.

It will be the policy of the Library to report to the State Board of Accounts any erroneous, or irregular variances, losses, shortages, or thefts of non-cash items in excess of \$5000 as a single occurrence or multiple occurrences, except for those resulting from inadvertent clerical errors or misplacements that are identified timely and promptly corrected with no loss to the Library.

La Porte County Public Library reserves the right to report any and all occurrences of irregular variances, losses, shortages, or thefts of Library cash or non-cash items to the State Board of Accounts and other authorities regardless of the amount.

All Library Board members, and all Library employees and volunteers are directed to comply with this policy.

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Duly adopted by the Board of Trustees of La Porte County Public Library at its regular meeting held on Thursday, July 21, 2022 at which meeting a quorum was present.

The vote was taken and the motion carried.

Confirm Budget Hearing/Adoption Dates

Dave Decker moved and Karen Ellison seconded to approve Budget Hearing and Adoption Dates as follows: Budget Hearing – September 15, 2022; Budget Adoption – October 20, 2022.

The vote was taken and the motion carried.

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH JULY 21, 2022

Dave Decker moved and Karen Ellison seconded to approve the payment of claims, APV batch July 21, 2022 as presented. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

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

QUESTIONS OR COMMENTS FROM THE BOARD

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

ADJOURNMENT

Dave Decker moved and Karen Ellison seconded to adjourn the meeting at 6:56 PM. The vote was taken and the motion carried.