

La Porte County Public Library Board of Trustees Meeting Minutes

August 17th, 2023 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

Call to Order

Vice-President Dara Jeffries called the meeting to order at 5:30 pm and announced that the August 17, 2023 meeting of the Board of Trustees would be continued on Tuesday, August 22, 2023 at 5:30pm in the same location.

Continuation of the August 17, 2023 meeting on Tuesday, August 22, 2023.

Attendance

Present:

Dara Jeffries, Karen Ellison, Amy Jackson, Rhonda Spence, Bonnie Snider

Attorney: Anthony Novak

Staff: Fonda Owens, Director

Absent:

Corey Campbell, Nicole Florek

Call to Order

Vice-President Dara Jeffries called the meeting to order at 5:30 pm and announced that the August 17, 2023 meeting of the Board of Trustees was being continued

Public Forum

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

Consent Agenda

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

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

Reports

a. Managers

Pam Okosun, Community Learning Manager, presented a video made by the Library's student summer interns. Three of the interns are continuing their internships into the school year.

Holly Trott, Access and Collection Manager, is investigating a service that will help select books that will align better with school curriculums. She will start working with Junior Library Guild this fall to help enhance collections based on age groups and topics.

Toni Kester Bulger, Outreach Services Manager, shared the new fall program guide and highlighted key fall events.

b. Director

Fonda Owens, Director, gave an update on repairs for the Library. The investigation of the condition of the Maple Ave entryways. Larson-Danielson will begin this work early in September. She received a quote for gutter repairs that Main branch within budget of work to approximately cost \$7300. The HVAC was replaced at the Kingsford Heights branch when the existing unit failed and could not be repaired.

Director Owens also reported on the proposed business center and directional signage. Quotes for a production copier have been received and quotes for data cabling and print management equipment are in the works. Finalized changes for directional signage at Main and Exchange branches have been completed which will allow signs to be ordered.

She attended the Senior Fair development committee meeting by the La Porte City Parks Department. The Library will be participating in the November event. Along with Toni Kester and Holly Trott, she attend the New Teacher Luncheon for the Michigan City Area Schools.

Director Fonda Owens reported that Howmet Foundation awarded both grants that the Library applied for this cycle. Twenty thousand for Dolly Parton's Imagination Library and forty thousand for equipment and safety bundles at the Exchange.

c. Legal Counsel

Attorney Anthony Novak stated nothing to report.

Unfinished Business

There were no unfinished business items.

New Business

a. Budget 2024

The 2024 budget was presented to the board as follows:

Rainy Day Fund	\$470,000
General Operating Fund	\$7,363,500
Debt Service Fund	\$826,794
Library Improvement Reserve Fund (LIRF)	\$50,000

The Public Hearing Date will be September 21, 2023 at 5:15pm and the Budget Adoption Meeting will be October 19, 2023.

b. Request to Install Cameras at Various Branch Locations

Director Fonda Owens reported that there are no cameras at Hanna, Fish Lake, Kingsford Heights and Union Mill branches. Cameras are good safety measures and , the Library decides to proceed with a staffless library model for some locations are necessary for the system to work.

A motion was made by Karen Ellison and seconded by Amy Jackson to approve the quote in the amount of \$29,645.16 from Cardinal Point to install cameras at the Hanna, Fish Lake, Kingsford Heights and Union Mills branches. The vote was taken and the motion carried.

c. Request to Expand Hours at the Fish Lake Branch

A motion was made by Amy Jackson and seconded by Karen Eillison to approve increasing three hours per week at the Fish Lake branch. The vote was taken and the motion carried.

d. Request regarding Classifications

Director Fonda Owens requested changes to positions and classifications to clarify classification status and pay grades. A motion was made by Amy Jackson and seconded by Bonnie Snider to approve revisions for 2023 to the Library's Position and Classifications schedule. The vote was taken and the motion carried.

Approval and Payment of Claims – APV Batch August 17, 2023

A motion was made by Amy Jackson and seconded by Karen Ellison to approve payment of claims APV batch dated August 17, 2023. The vote was taken and the motion carried.

Questions or Comments from the Public

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

Questions or Comments from the Board

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

Adjournment

A motion was made by Amy Jackson and seconded by Bonnie Snider to adjourn the meeting at 6:06pm. The vote was taken and the motion carried.