

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES SEPTEMBER 15, 2022

CALL TO ORDER

Vice-President Dara Jeffries called the meeting to order at 5:30 PM.

ROLL CALL

Present

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

Absent

Corey Campbell - President

Also in Attendance

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

PUBLIC FORUM

Vice-President Dara 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 August 18, 2022 Board of Trustees Meeting
Financial Report

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

REPORTS

Managers

Public Services Manager Julie Wadle reported that the Digital Navigators TechPacks will be ready to launch during the week of October 3, 2022. To promote this initiative, Toni Kester Bulger, Outreach Services Manager, will be on the radio and staff will be speaking at Rotary.

Toni Kester Bulger also spoke about reading programs that will happen during the Fall and Winter seasons, which will support reading skills and encourage reading throughout the year. To encourage participation, prizes and badges can be earned.

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Cindy Lane, Administrative Services Manager, reported on filling open jobs. She reported that some of the positions have been filled by internal candidates who have a desire to take on more responsibility and grow their skill set. She also reported that we have a returning staff member who interned for the Library for a couple of years and wanted part time employment.

Director

Director Owens updated the board on the construction projects. The Library received the certificate of occupancy for the Maintenance Building. The contractors are working through the punch list to complete any outstanding items. The Wi-Fi garden is almost finished. Contractors are waiting on the delivery of three trellises to replace the originals which came in the wrong color. The weather has also contributed to some of the delay in completing the garden. Installation of the design element using marble slabs from the old Indiana Avenue stairs needs to be completed.

Indiana Avenue stair project has been experiencing delays due to supply chain issues which has caused a longer completion time. Current timeline has the completion of the project done in the first week of November 2022.

Contractor for the Main Library window project, Timekey has been onsite and done a walk through. Windows are being built and the timeline is still on track to complete this year.

Ms. Owens also reported that she attended the Community Ambassador Center of Workforce Innovations/WorkOne strategic meeting. She also attended the Legislative Committee of LEAP where the bypass and technical centers were topics of discussion.

Ms. Owens reported that she is working with the Historical Preservation Society regarding tree stump markers and how to preserve these records.

Legal Counsel

Attorney Anthony Novak had no item to report on at this time.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Revisions Customer Card Accounts

Director Owens explained that the purpose for the revisions was to make card types easier for staff and customers to understand and changing the naming of the card types will better align with Library's strategic plan.

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Director Owens also requested that all card types have a fine exempt status with overdue fines no longer being assessed. All customer card types would still be responsible for lost or damaged items.

Marie Gilliland moved and Karen Ellison seconded to approve revisions to the customer card accounts and fine exempt status as follows:

New Card Types

- **Level 1 Access** – May check out materials cataloged as youth materials. Requires the permission of a parent/guardian if customer is under the age of 18. This card type will take the place of the Preschool and Youth Limited card types.
- **Level 2 Access** – May check out materials cataloged as youth and young adult materials. Requires the permission of a parent/guardian if customer is under the age of 18.
- **Level 3 Access** – May check out all circulating materials. Requires the permission of a parent/guardian if customer is under the age of 18. This card type will replace the Adult and Youth Unlimited card types.
- **Community Partner Access** – A business or non-profit organization owned or operated in La Porte County. Flexible loan periods on request able physical materials. May check out all circulating collections. Application required.

The following card types remain unchanged:

- **Outreach** – An individual enrolled in LPCPL Lobby Stop or Doorstep Delivery Service. Application requires. Overdue fine exempt
- **PLAC** – PLAC is the statewide library card, enacted by (Indiana Code 4-23-7.1-5.1). The PLAC program allows an individual to borrow materials directly from any public library in Indiana. Borrower will be able to check out all circulating material types. An individual who holds a valid public library card may obtain a PLAC. The fee for a PLAC is established by the Indiana State Library yearly.
- **Fee Card** -- For a person who does not live or own property within La Porte County whose library district does not participate in a reciprocal borrower agreement or lives out of the state and wishes to use the La Porte County Public Library System. Individuals are required to have proof of identity. Borrower will be able to check out all circulating material types. The Library Board of Trustees sets the fee for this card type.

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- **ILL Card** – For a Library that participates in the statewide interlibrary loan service.

Student and Educator Cards

These card types are issued to students and staff of schools with a shared services agreement through our Libraries 360 program. These card types are be overdue fine exempt. Cardholders will be responsible for damaged and lost items.

- **Elementary Student** – May check out materials cataloged as youth materials.
- **Middle School Student** – May check out materials cataloged as youth and young adult materials.
- **High School Student** – May check out all circulating materials.
- **Teacher** – School corporation instructor or media staff. May check out all circulating materials for work-related use. Personal use of materials will need to be on a public card type account.

The vote was taken and the motion passed.

Revisions to Credit Card Policy

Dave Decker moved and Michelle Shirk seconded to approve revisions to the credit card policy as follows:

La Porte County Public Library Credit Policy

The Director is authorized to procure a corporate bank credit card, store cards and credit accounts to be used for purchases for which other forms of payment are impossible, impractical, or likely to result in unreasonable delays between the purchase of goods and its receipt. The corporate credit cards will be issued in the name of the Library along with the name of the director and the managers.

The Director must ensure that the cards and accounts are used in a manner compliant with the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines for Libraries and this policy. Procedures for payment on these accounts should be no different than for any other claim. Proper documentation and receipts are required. Payments will be made on a schedule that prevents any accrual of interest charges or late fees.

Issuance, recordkeeping, and custody of the cards will be the responsibility of the Administrative Services Office staff, in keeping with the Library's resolution for Library Credit Card. Administrative Services staff will maintain the Agreement for Use forms that are completed by staff who are approved to use a credit card. Administrative Services Department staff are responsible for the physical security of the cards when the cards are not in use.

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The Library is generally exempt from sales tax on purchases. The staff must notify the vendor or merchant that the credit card transaction be tax exempt and is responsible to provide the Library's Sales Tax Exemption Certificate at the time of purchase to avoid sales tax. Meals and lodging are not exempt from sales tax.

Supporting documentation and itemized receipts must be provided by the staff who use the cards. Any interest or penalty incurred due to the late filing or furnishing of documentation will be the responsibility of that staff member.

If the card is lost or stolen, the card user must notify the Director immediately. Administrative Services staff must notify the bank card issuer. Notification to the Library Board of Trustees, Indiana State Board of Accounts and/or local law-enforcement may also be required.

Any benefits derived from the bank card issuer are the property of the Library.

Use of the Library's credit card and/or store card for personal use is expressly prohibited. Any employee who violates the Library's Credit Policy is subject to disciplinary action including termination.

The vote was taken and the motion carried.

Cellphone Policy

Ms. Owens reported that this policy covers personal cellphone use as well as use of Library provided cellphones used by staff while traveling and for staff who need access to various software dashboards.

Dave Decker moved and Karen Ellison seconded to approve the cellphone policy as follows:

Policy

This policy outlines the use of cellphones at work and the safe use of cellphones by employees while driving.

Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

Personal cellphones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of LPCPL's policy. LPCPL will not be liable for the loss of personal cellphones brought into the workplace.

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Library-provided cellphones

When job duties or business needs demand, the Library may issue a business cellphone to an employee for work-related communications. Personal use of Library-owned cellphones should be kept to a minimum.

Employees in possession of Library-owned cellphones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Safety issues for cellphone use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using the phone while driving; use of a cellphone while driving is not required by the Library.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Hands-free equipment will be provided with Library-issued phones to facilitate the provisions of this policy. Reading or sending text messages while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.

The vote was taken and the motion carried.

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APPROVAL AND PAYMENT OF CLAIMS – APV BATCH SEPTEMBER 15, 2022

Dave Decker moved and Michelle Shirk seconded to approve the payment of claims, APV batch September 15, 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. Director Owens reminded the Library Board that the 2023 Budget Adoption and Regular Library Board meeting is scheduled for Monday, October 17, 2022 starting at 5:15pm.

ADJOURNMENT

Marie Gilliland moved and Karen Ellison seconded to adjourn the meeting at 6:13 PM. The vote was taken and the motion carried.