

La Porte County Public Library Board of Trustees Meeting Minutes

September 21st, 2023 at 5:30 PM CDT
904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Members:

Corey Campbell, Karen Ellison, Nicole Florek, Amy Jackson, Bonnie Snider, and Rhonda Spence

Attorney:

Anthony Novak

Staff:

Fonda Owens, Director

De Burke

Absent:

Members: Dara Jeffries

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 August 22th, 2023 Board of Trustees Meeting
- b. Financial Report
- c. Statistics Reports

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

Reports

a. Manager Reports

Holly Trott, Access and Collections Services Manager, talked about the Stroll Along the Avenues Program with 15 in attendance. There were 104 notaries in last month which is lot. Holly is working on appropriating staff time to better fit the needs of the library system.

Pam Okosun, Community Learning Manager, talked about opportunities to work with new groups as part of our strategic plan. The new 4-H group reached out and toured the Exchange.

b. Director

Director, Fonda Owens, reported on the State Board of Accounts Audit for the 2021-2022 years was finished with no comments and no suggestions. The Larsen-Danielson proposal to fix the both Maple Avenue entryways is not to exceed \$7000 and will be completed in the coming weeks. A sound system will be installed in Meeting Room B at Main. Directional signage for Main and the Exchange is coming.

The issues with the HVAC unit at Main Library have been resolved. The units did not communicate with each other well. One last area that has not been touched for remodel in 45 years is Compact Storage area at Main. Director Owens explained the space doesn't work anymore for the types of items being stored there. Maintenance will be able to handle the remodel expect for possibly the flooring. The remodel will consist of paint and possibly some storage cabinets.

Director Owens also reported the Library's website conversion is going well. Tentative live date is the first week in November. We are asking for a preview of the new site at the October Board Meeting.

Library staff and the Director are currently working on spending the 2023 budget and paying invoices in the current year.

The Howmet grants has been deposited into the library's bank account which includes \$20,000 for Dolly's Imagination Library and \$40,000 for new equipment at the Exchange. Some of the new equipment 3D printers, embroidery machine, and new CNC machine that handles different materials, another lathe that has a readout screen and more programmable which relates better to industry. Another part of the Howmet grant is for safety equipment, which includes safety goggles, notebook, measuring tape with level, all will be branded.

c. Legal Counsel

Attorney Anthony Novak stated its time for the review process for the Director. A survey will be sent out to the board members, then discussions at an Executive Session meeting. Attorney Novak asked if the Board wanted to include a 360 review with staff as a part of the process this year. He asked the Board to consider whether this something that will be done every year or every two years. Amy Jackson asked if a third-party review has been done in prior years and to which Fonda Owens stated yes about two years ago. Bonnie Snider asked if there is a benefit in this type of review. Fonda Owens said yes because that feedback can be taken into consideration for the next Strategic Plan. She suggested doing a 360 review with staff in 2024 and then in future years completing once during each Strategic Plan cycle.

Anthony Novak stated this review process will get started soon with the Board hearing directly from him early next week. Mr. Novak stated that the Board needs to work on more concrete goals and objectives that can set for Director Owens. The Board is interested in Director Owens' vision and ideas for her goals to work on in 2024.

There was discussion on the Board having the option to add the Director's salary increase in with the request for Wages and Salaries for 2024 or the Director's salary increase can be voted on at a later time. Director Fonda Owens asked the Board to make it clear in their

motion when that agenda item is voted on.

Unfinished Business

There were no unfinished business items.

New Business

a. Request to Establish Fees for Comb Binding at Main Library

A motion was made by Karen Ellison and seconded by Amy Jackson to approve the request to establish fees for comb binding at Main Library. The vote was taken and the motion carried.

b. Wages and Salaries 2024

A motion was made by Amy Jackson and seconded by Bonnie Snider to approve the request to increase wages and salaries by 4% for staff in 2024, with any increase for the Director's salary to be determined at a later date. The Director's 2024 salary increase may not exceed 4%. The vote was taken and the motion carried.

Approval and Payment of Claims---APV Batch September 21, 2023

A motion was made by Karen Ellison and seconded by Nicole Florek to approve payment of claims APV batch dated September 21, 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. Corey Campbell had one comment to the board to please communicate with everyone if they can or cannot attend. It's important to communicate so we are not wasting other people's time. There were a few times where there was not a quorum and meetings needed to be rescheduled.

Adjournment

A motion was made by Bonnie and seconded by Amy Jackson to adjourn the meeting at 6:11 PM. The vote was taken and the motion carried.