

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OCTOBER 17, 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

**CONSIDERATION OF THE AGENDA**

Vice-President Dara Jeffries asked if there were any additions or changes to the agenda. There were none.

**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 September 15, 2022 Public Hearing on the 2023 Budget  
Minutes of the September 15, 2022 Board of Trustees Meeting  
Manager Reports  
Financial Report

Michelle Shirk moved and Karen Ellison seconded to approve the consent agenda as presented. The vote was taken and the motion carried.

**REPORTS**

**Director**

Director Owens updated the board on the construction projects. The reading wi-fi garden is complete. The comments from the public have been overwhelmingly

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OCTOBER 17, 2022

complimentary. Plans are being made to have fall and winter programs in the garden space.

The Indiana Avenue stairs project is progressing with the support infrastructure completed. We are still waiting for the granite to arrive and on track to complete before winter.

Ms. Owens reported that by early November storefront style windows will start being replaced at Main. Custom windows are still being built, however the lead time on glass is causing issues. The project is still projected to be completed by year end.

Director Owens met with a firm about getting signage updated for the Library system. She also met with a company about a paging system for the Main Library.

Director Owens and Ann Shaffer, Accounting Professional met with representatives from Harbour Trust to review the Library's investments. The State Board of Accounts is requiring the Library to report as unrealized loss/gains as they convert to GAAP. The actual gains or losses are not realized until the investment would be cashed in. The Library's investments, which follow the Investment Policy, are in bank CD's which allows for the principle amount invested to never be reduced at time of maturity. With the interest rates raising from .25% to 3.25% this year, the Library projected interest income is around \$75,000.

Ms. Owens also reported that she has filled out and submitted the requested documents for Dolly Parton's Imagination Library.

### **Legal Counsel**

Attorney Anthony Novak will be sending out questionnaires to board members for the Directors review process. An executive session regarding the Director's review will be scheduled at 5:00pm prior to the 5:30pm regular November board meeting.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

#### **Annual Review of the Bylaws**

Director Owens presented the Library's Bylaws with no suggested changes. Karen Ellison moved and Michelle Shirk seconded to adopt the Library's Bylaws as presented with no changes. The vote was taken and the motion carried.

#### **Positions and Classifications**

Michelle Shirk moved and Marie Gilliland seconded to approve the Library Positions and Classifications for 2023 as presented:

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OCTOBER 17, 2022

<p><b>Director (Exempt)</b></p>	<p><b>Manager (Exempt)</b> Administrative Services Community Learning Services Outreach Services Public Library Services Access and Collections Services</p>
<p><b>Professional II (Exempt)</b> Public Services Assistant Manager Software Integration and Training Outreach Services Coordinator</p>	<p><b>Professional I (Hourly/Non-Exempt)</b> Accounting Professional HR Professional Public Services Librarians Community Learning Librarians Head of Maintenance Head of Janitorial Services Cataloging and Materials Services Collection Management Librarian Marketing and Communications Purchase Agent</p>
<p><b>Paraprofessional (Hourly/Non-Exempt)</b> Public Services Community Learning Administrative Services Assistant IT Support Services Outreach Services Receiving and Inventory Assistant</p>	<p><b>Specialist II (Hourly/Non-Exempt)</b> Outreach Customer Service</p>
<p><b>Specialist I (Hourly/Non-Exempt)</b> Customer Service Processing</p>	<p><b>Maintenance (Hourly/Non-Exempt)</b></p>
<p><b>Janitorial (Hourly/Non-Exempt)</b></p>	<p><b>Interns (Hourly/Non-Exempt)</b></p>

The vote was taken and the motion carried.

**Recommendation for Wages and Salaries 2023**

Director Owens along with Cindy Lane, Administrative Services Manager presented a recommendation for wages and salaries for 2023 as follows:

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OCTOBER 17, 2022

Proposed Wage and Salary Ranges for 2023 - Increase the entry level wage for Professional II and Manager by \$2.00 per hour, adjusting the midpoint and maximum accordingly. All other ranges remain the same.

Position	Salaried/Annual			Hourly		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Director	\$84,011	\$104,998	\$126,006	\$40.39	\$50.48	\$60.58
Manager	\$56,160	\$70,200	\$84,240	\$27.00	\$33.75	\$40.50
Professional II	\$47,840	\$59,800	\$71,760	\$23.00	\$28.75	\$34.50
Professional I				\$19.00	\$23.75	\$28.50
Paraprofessional				\$15.00	\$18.75	\$22.50
Specialist II				\$13.00	\$16.25	\$19.50
Specialist I				\$12.00	\$15.00	\$18.00
Maintenance				\$15.00	\$18.75	\$22.50
Janitorial				\$12.00	\$15.00	\$18.00
Interns				\$12.00	\$15.00	\$18.00

Provide an across-the-board increase of 5% for 2023 wages for staff. This matches the increased allowed by the DLGF in the 2023 budget.

Following discussion, Marie Gilliland moved and Michelle Shirk seconded to approve a 5% wage increase for all staff including the Director's salary and approve the adjustment to wage and salary ranges for 2023 as presented. Vice-President Dara Jeffries called for discussion.

Following discussion, Marie Gilliland moved to amend her original motion as follows: Approve the wage and salary ranges for 2023 as presented, approve a 5% wage increase for all staff and approve up to a 5% wage increase for the Director upon the completion of her performance review by the Board. Seconded by Dave Decker. The vote was taken and the motion to amend was carried.

Marie Gilliland then moved and Michelle Shirk seconded to accept the amended motion as presented. The vote was taken and the motion carried.

The Library Board agreed to schedule an executive session for the purpose of the

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OCTOBER 17, 2022

performance review of the Director on November 17, 2022 at 5:00pm.

**APPROVAL AND PAYMENT OF CLAIMS – APV BATCH OCTOBER 17, 2022**

Dave Decker moved and Karen Ellison seconded to approve the payment of claims, APV batch October 17, 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. There were none.

**ADJOURNMENT**

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