

La Porte County Public Library Board of Trustees Meeting Minutes

November 16, 2023 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

Attendance

Present: Corey Campbell, Dara Jeffries, Nicole Florek, Bonnie Snider, and Rhonda Spence

Attorney: Anthony Novak

Staff: Fonda Owens, Director

Ann Shaffer, Treasurer

Absent:

Members: Karen Ellison and Amy Jackson

Call to Order

President Corey Campbell called the meeting to order at 5:37 PM.

Public Forum

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

Consent Agenda

- a. Minutes of October 19, 2023 Meeting for the Adoption of the 2024 Budget
- b. Minutes of October 19, 2023 Board of Trustees Meeting
- c. Memorandum of the Minutes for the November 16, 2023 Executive Session
- d. Financial Report

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

Reports

a. Staff Reports

Pam Okosun, Community Learning Manager, spoke about new equipment purchased by the grant from Howmet that has begun to arrive and showed the board objects made by this equipment.

Rich Bukva and Carly Kwiecien, Marketing Professionals were introduced to the Board. Also introduced was Angi Dawson, Public Services Team Lead.

Holly Trott, Access and Collections Services Manager, reported the Library of Things circulation has increased and the Tech Pack Navigator grant period has ended. The equipment has been added into general circulation and packs have been sent out to various locations.

Ann Shaffer, Finance Professional II, reported that the inventory of the Capital Assets has started on November 1st and should be completed by December 15th.

b. Director

Director, Fonda Owens, reported the Library's new website is up and the new site has received positive reactions.

Director Owens along with four Library staff attended the Senior Fair on November 9th. The event had over 250 people attend.

A grant from Indiana Humanities will bring an Indiana author to the Library in August 2024. The author is Samuel Love from Gary, Indiana. His focus is on oral histories and how to record them reported Director Owens.

Training and conferences this month included TLC (the Library's circulation software), and the Library Federation Conference, reported Director Fonda Owens. Director Owens and Ann Shaffer watched the Indiana Archives and Records Administration webinar relating to changes to the retention of records requirements.

Director Owens asked the board if the December Board meeting date would work for their schedules. After discussion, the meeting in December will be held on Tuesday, December 19, 2023 at 5:30pm.

c. Legal Counsel

Attorney Anthony Novak spoke about criminal charges being filed against Mr. Swanson due to him violating the no trespassing order.

Unfinished Business

a. Review and Updates to Board Bylaws

A motion was made by Nicole Florek and seconded by Dara Jeffries to approve the Bylaws of the Board of Trustees of the La Porte County Public Library as presented. The vote was taken and the motion carried.

b. 2024 Salary of the Director

A motion was made by Bonnie Snider and seconded by Nicole Florek to increase the Director wages by 4% in 2024. The vote was taken and the motion carried.

New Business

a. Recommendation for Reclassification of Positions

Director Owens presented a request to reclassify three positions within the Public Service Department to better align the work done within this department.

A motion was made by Dara Jeffries and seconded by Nicole Florek to reclassify Public Services Professional II position to Professional I Librarian – Access & Collections Librarian and Reclassify two (2) Clerical III positions to two (2) Professional I – Customer Services Librarian positions. The vote was taken and the motion carried.

b. 2024 Holiday/Closed Day Schedule and Floating Holiday Policy

A motion was made by Nicole Florek and seconded by Dara Jeffries to approve the 2024 Holiday/Closed day schedule and floating holiday policy as follows:

2024 Holiday Schedule

New Year's Day	January 1
President's Day	February 19
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Thanksgiving Day	November 28
Christmas Eve	December 24
Christmas Day	December 25
New Year's Day 2025	January 1

Early Closing 2024

Thanksgiving Day Eve November 27

Close all locations at 5:00 PM. Staff do not receive holiday pay for this day. Schedules are adjusted to allow staff to work their full hours for the week.

Other Closings 2024

Staff In-Service Day-----Exact date to be determined.

Floating Holiday Policy

Holiday Pay eligible employees receive two floating holidays per year in addition to LPCPL's regular paid holidays. These two floating holidays may be used only for religious or cultural holidays, employee birthdays, or other state or federal holidays during which the Library remains open.

Floating holidays are available at the beginning of each calendar year for all current employees. A new employee hired before the end of the first half of the calendar year will receive two floating holidays upon hire; a new employee hired during the second half of the calendar year will receive one floating holiday upon hire.

Employees must specify the event for which they are requesting to use a floating holiday. The request must be scheduled and approved in advance by the employee's immediate supervisor.

Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

The vote was taken and the motion carried.

c. Recommendation for Health Clinic Services Benefits

Director Owens explained that the Library's current health clinic, WellPorte Clinic will be closing in late January 2024. Meetings with three other providers took place. The services, location and price were compared among those options. The recommendation is to select Franciscan Health for clinic services with the Library picking up 100% of the cost, which is based on a sliding scale that will not exceed \$68 per month per employee. This cost is within the Library's 2024 budgeted health benefit appropriation.

A motion was made by Nicole Florek and seconded by Dara Jeffries to approve using Franciscan Health for the Library's clinic and the cost to be paid by the Library. The vote was taken and the motion carried.

Approval and Payment of Claims---APV Batch November 16, 2023

A motion was made by Dara Jeffries and seconded by Nicole Florek to approve payment of claims APV batch dated November 16, 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 wished all a Happy Thanksgiving.

Adjournment

A motion was made by Dara Jeffries and seconded by Nicole Florek to adjourn the meeting at 6:15 PM. The vote was taken and the motion carried.