

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES April 15, 2021  
In Person and Virtual Meeting conducted via Zoom

**ATTENDEES**

Karen Ellison – President  
Michelle Shirk – Vice President  
Dave Decker  
Scott Siefker

**ABSENT**

Gregg Fuhlenbrock – Secretary  
Corey Campbell  
Marie Gilliland

**ALSO IN ATTENDANCE**

Fonda Owens – Director  
Anthony Novak - Legal Counsel  
Jim Kaminski – Legal Counsel  
Cindy Lane -Treasurer

**CALL TO ORDER**

President Ellison called the meeting to order at 6:37 PM.

Karen Ellison called for a motion to amend the agenda to add item 3(e) under the Consent Agenda – Minutes of the April 13, 2021 Workshop meeting of the Board of Trustees, and add item 6 (b) under New Business – Request to Close the Main Library for the move to the LPCPL Exchange. Michelle Shirk moved and Dave Decker seconded to amend the agenda as presented.

President Ellison called for the vote by roll call.

Karen Ellison	Aye
Dave Decker	Aye
Michelle Shirk	Aye
Scott Siefker	Aye

Motion carried.

**PUBLIC FORUM**

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

**CONSENT AGENDA**

President Ellison called for a motion to approve the consent agenda as follows:

Minutes of the March 18, 2021 Board of Trustees Meeting

Manager Reports

Financial Report

Approval and Payment of Claims ---per APV Batch April 15, 2021

Minutes of the April 13, 2021 Workshop Meeting of the Board of Trustees

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Dave Decker moved and Michelle Shirk seconded to approve the consent agenda as presented.

President Ellison called for the vote by roll call.

Karen Ellison                   Aye

Dave Decker                    Aye

Michelle Shirk                 Aye

Scott Siefker                 Aye

Motion carried.

**REPORTS**

**Director**

Director Owens reported that the major work at the LPCPL Exchange is completed except for the installation of the transformer and pole. Once the electric is installed, there will be testing of the elevator and other items which need to power.

The Easement for the Rumely was finally approved following an agreement to meet their request for compensation of \$5,000.

Pending all of the testing that has to be completed, Ms. Owens was estimating a soft open of the facility for some time in July. She will keep the board updated on the timeline.

Ms. Owens has begun efforts to inform the community about the LPCPL Exchange and appeared on the Michigan City Radio station about the opening. They would like to come and tour the building once it opens and possibly do a live broadcast. Ms. Owens also spoke to Rotary Club about the Exchange.

Director Owens has also been working on organizing the presentations for design services and the strategic planning process.

The Broadband Taskforce received good news of funding from the Unity Foundation for internet connectivity in underserved areas of the community. Additionally, the Library purchased 44 hotspots available for checkout. These are in very high demand right now. The Library might be able to purchase a few more but must wait until the end of the contract year.

**Legal Counsel**

Anthony Novak worked on the easement agreement with the Rumely property. All parties were able to agree on the language of the agreement and NIPSCO assisted to get things finalized.

Jim Kaminski reported that the landowner of the property recently appraised was no longer interested in further discussion or action on acquisition by the Library.

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**UNFINISHED BUSINESS**

**Strategic Planning Update**

Ms. Owens explained that no action was needed by the Library Board at this time. She reported that Michelle Shirk and Corey Campbell volunteered to be on the committee that will meet in May. The Administrative Team members completed the survey questions, and on April 15<sup>th</sup>, 26 other staff members participated in the survey questions and discussion. Additional opportunities for other staff to participate is being planned. Ms. Owens also received some benchmarking data from MCLS and is reviewing the data for future discussion with MCLS.

**Recommendation for Design Firm**

Upon compiling the evaluation forms and proposals from the four firms which presented at the April 13<sup>th</sup> workshop meeting, Ms. Owens recommended to move forward with contract negotiations with Jones, Petrie, and Rafinski.

Following discussion by the board, Dave Decker moved to approve the recommendation to allow Director Fonda Owens and the Library's legal counsel to engage in contract negotiations with the design firm of Jones, Petrie, and Rafinski for a Library building project. Michelle Shirk seconded the motion.

President Ellison called for the vote by roll call.

Karen Ellison	Aye
Dave Decker	Aye
Michelle Shirk	Aye
Scott Siefker	Aye

Motion carried.

**NEW BUSINESS**

**Annual Review of Computer Policy**

Michelle Shirk moved and Dave Decker seconded to affirm the Library's current Computer Policy as follows:

La Porte County Public Library  
**WI-FI AND COMPUTER POLICY**

Information resources will be used by community members with respect for the public trust in accordance with policy and regulations established by the Library's Board of Trustees and Administration.

**INTERNET DISCLAIMER**

The Internet enables the Library to provide information beyond the confines of its own collections. It allows access to ideas, information, and commentary from around the globe and a vast array of tools and resources for different age levels and points-of-view.

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Parents and users of the Internet should know that the Internet should know that the Internet contains materials of a controversial nature. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. Selection policies, which govern the Library's purchase of materials, are not applicable to material accessed via the Internet.

### **ACCEPTABLE USE**

All computer use will be managed in a manner consistent with the Code of Conduct Policy which is posted in the Library. Violations of this policy may result in the loss of Library computer use privileges.

#### **Users agree not to:**

1. Use the Internet for malicious purposes. Examples include hampering others' Internet use, intentionally developing programs that bother other users, hacking a computer or computing systems, gaining access to information or resources without permission by the owners or right holders, distributing unsolicited advertising, spreading computer viruses.
2. Break any local, state, or federal law.
3. Conspire to commit crimes.
4. Conduct illicit transactions.
5. Access pornographic, obscene, or sexually explicit material.
6. Violate copyright (see below) and license laws.
7. Vandalize or disable the property of the Library.
8. Disrupt other users by engaging in inappropriate behavior including excessive volume, either in conversation or from headphones.

Any user whose conduct violates federal, state or local laws will be prosecuted to the full extent of the law. Violations will result in the loss of Library computer use privileges. La Porte County Public Library will cooperate with the proper authorities in the investigation of illegal activities.

### **USE OF INTERNET COMPUTERS**

1. You must present either a library card or a picture ID to use the internet computers. If you do not have your Library card, in order to use the unfiltered internet computers, you must present a picture ID with your birthdate on it to Library staff.
2. Internet computers have a time limit of 60 minutes per session. If no one is waiting, you may continue to use the computer.
3. Library staff members have the right to ask a customer to relinquish the use of a computer.
4. Parents/guardians should assist children.
5. Failure to adhere to any of the above-mentioned rules may result in revocation of Internet computer use privileges at the Library.

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**CHILDREN'S USE OF INTERNET COMPUTERS**

1. Children under the age of 18 may have access to filtered Internet at all La Porte County Public Library locations at designated computers. No special permission is required from parents or guardians to use these computers.
2. When accompanied by a parent or guardian, all children under the age of 18 may have unrestricted access to the Internet. Parents or guardians of these children assume responsibility for their children's use of the Internet. Children under the age of 18 may have unrestricted access to the public Internet computers in the Main Library and at all branch libraries, if given permission by a parent or guardian. An "Internet Parental Permission Form" signed by a parent or guardian is required.
3. All use must comply with the Acceptable Use guidelines as listed below.

**USE OF WI-FI**

1. Wi-Fi access is free.
2. The wireless connection is on an unsecured network.
3. The Library is not responsible for customer hardware or software damage.
4. The Library is not responsible for theft or unattended equipment.
5. The Library reserves the right to terminate a wireless Internet session at any time.
6. Regardless of Wi-Fi source, wireless Internet users on Library premises must:
  - a. Comply with the Library's Acceptable Use Guidelines for the Internet as described above
  - b. Use sound muffling headphones or mute sound to avoid disturbing others.
  - c. Not intercept or receive data not intended for you.

**Copyright Warning:** Use of the Internet of the Library connection in violation of U.S. copyright law is prohibited. The unauthorized reproduction or distribution of a copyrighted work, including infringement without monetary gain, may constitute a crime punishable by up to 5 years in federal prison and a fine of \$250,000.

President Ellison called for the vote by roll call.

Karen Ellison	Aye
Dave Decker	Aye
Michelle Shirk	Aye
Scott Siefker	Aye

Motion carried.

**Request to Close the Main Library for the Move to the LPCPL Exchange**

Ms. Owens explained that the move to the LPCPL Exchange will cause disruption to work spaces and public areas of the Main Library. Therefore she is seeking permission from the Board to close the Main Library for the purpose of the move and provide notice to the public prior to the next Library board meeting.

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Michelle Shirk moved and Dave Decker seconded to authorize Director Fonda Owens to close the Main Library up to 2 days for the move to the LPCPL Exchange. Dave Decker seconded the motion.

President Ellison called for the vote by roll call.

Karen Ellison	Aye
Dave Decker	Aye
Michelle Shirk	Aye
Scott Siefker	Aye

Motion carried.

**QUESTIONS OR COMMENTS FROM THE PUBLIC**

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

**QUESTIONS OR COMMENTS FROM THE BOARD**

President Ellison called for questions or comments from the Board. There were none

**ADJOURNMENT**

Dave Decker moved and Michelle Shirk seconded to adjourn the meeting.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Dave Decker	Aye
Michelle Shirk	Aye
Scott Siefker	Aye

Motion carried.

President Ellison adjourned the meeting at 7:09 PM.