

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES AUGUST 19, 2021

**CALL TO ORDER**

Vice - President Michelle Shirk called the meeting to order at 6:34 PM.

**ROLL CALL**

**Present**

Michelle Shirk – Vice President  
Corey Campbell – Secretary  
Marie Gilliland  
Scott Siefker  
Dave Decker  
Dara Jeffries

**Absent**

Karen Ellison – President

A quorum was present to conduct the business of the Library.

**Also in Attendance**

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

**CONSIDERATION OF THE AGENDA**

No additions or amendments to the agenda were presented.

**PUBLIC FORUM**

Vice – President Shirk called for questions or comments from the public. There were none.

**CONSENT AGENDA**

Vice - President Shirk called for a motion to approve the consent agenda as follows:

Minutes of the July 15, 2021 Board of Trustees Meeting  
Manager Reports  
Financial Report  
Approval and Payment of Claims ---per APV Batch August 19, 2021

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

**REPORTS**

**Director**

Director Fonda Owens reported that the LPCPL Exchange Building has had over 1,000 visits since the opening at the end of June. Ben Tonagel, Assistant Superintendent Elementary Education for the La Porte Community Schools, will tour the Exchange building and the Mobile Classroom on August 20th. Ms. Owens introduced Pam

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES AUGUST 19, 2021

Okosun as the new Community Engagement Manager. An open house for the LPCPL Exchange is scheduled for October 4, 2021 and will include a ribbon cutting event equipment demonstrations, tours, food and give-a-ways which will be maker projects that can be completed at the Exchange. Signage for the Exchange will be installed later in August and Pagoda Bells will be installed in September.

Bid information for the new parking lot and repair of the Indiana Avenue stairs has been advertised. Bids are due September 3, 2021 at noon, with a meeting to open bids the same day at 1:00 pm. Ms. Owens reported that the City of La Porte has offered to donate an electric car charging station for the new lot.

Director Owens also reported that she is on the Standards and Certification Committee for the Indiana State Library. The committee is working on some proposed revisions to the current standards which can drive certain funding mechanisms. Ms. Owens is also lobbying for more flexibility in earning certification credits.

### **Legal Counsel**

Attorney Anthony Novak reported a no new legal issues to report at this time.

## **UNFINISHED BUSINESS**

### **Strategic Planning Update**

Ms. Owens noted several attachments to her monthly report regarding the timeline for mapping out the working plan for achieving outcomes on an annual basis. The full plan will be presented at the September board meeting for Board review.

### **Design Firm – Bidding of Projects**

Ms. Owens reported that the parking lot and Indiana Avenue stairs repair are out for bid and on the Library's website. A pre-bid meeting is scheduled for the week of August 23<sup>rd</sup>.

Scott Siefker moved and Marie Gilliland seconded to give Director Owens permission to approve the lowest and best bid for repairs to the Indiana Avenue stairs as long as the bid is acceptable to legal counsel and architects, meets the bidder requirements and does not exceed the estimated cost of \$65,000 by more than 10%. The vote was taken and the motion carried.

Ms. Owens also noted that she has requested to re-purpose any limestone salvaged from the stairs for the Wi-Fi garden.

## **NEW BUSINESS**

### **Recommendation for Wages and Salaries 2022**

Director Owens along with Administrative Services Manager Cindy Lane presented a wages and salaries plan for 2022 as follows:

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES AUGUST 19, 2021

**1. Proposed Wage Ranges for 2022:**

Position	Salaried/Annual			Hourly		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Director	\$84,011	\$104,998	\$126,006			
Manager	\$53,560	\$66,955	\$80,350			
Professional II	\$43,680	\$54,600	\$65,520			
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

**2. Wage adjustments for Current Employees**

All employees receive a flat dollar wage adjustment to their 2022 wage, equal to the difference between the current low end range number and the new low end for their classification. This adjustment would be made with the first full pay in January 2022.

**3. Across-the-Board Increase for all Current Employees**

The wage and salary plan for 2022 also include a 3% across the board raise for all current employees effective with the first full pay in January 2022.

Corey Campbell moved and Scott Siefker seconded to approve the recommendation for wages and salaries for 2022 as presented. The vote was taken and the motion carried.

**Recommendation to add a Software Implementation Professional Position**

Scott Siefker moved and Corey Campbell seconded to approve the recommendation to add a Software Implementation Professional position. The vote was taken and the motion carried.

**Positions and Classifications for 2022**

Marie Gilliland moved and Dara Jeffries seconded to approve the position and classification for 2022 as follows:

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES AUGUST 19, 2021

<b>Director (Exempt)</b>	<b>Manager (Exempt)</b> Administrative Services Communications Services Community Learning Services Public Library Services Cataloging and Materials Services
<b>Professional II (Hourly/ Exempt)</b> Public Services Assistant Manager Software Implementation	<b>Professional I (Hourly/Non-Exempt)</b> Accounting Professional HR Professional Public Services Librarians Community Learning Librarians User Experience Head of Maintenance Head of Janitorial Services Cataloging and Materials Services Collection Management Librarian Public Relations Purchase Agent
<b>Paraprofessional (Hourly/Non-Exempt)</b> Public Services Community Learning Administrative Services Assistant IT Support Services	<b>Specialist II (Hourly/Non-Exempt)</b> Outreach Customer Service
<b>Specialist I (Hourly/Non-Exempt)</b> Customer Service Processing	<b>Maintenance (Hourly/Non-Exempt)</b>
<b>Janitorial (Hourly/Non-Exempt)</b>	<b>Interns (Hourly/Non-Exempt)</b>

The vote was taken and the motion carried.

**Budget 2022**

The 2022 budget estimate was presented to the board with a total budget of \$8,718,894 which is about \$39,000 less than the allowable max levy. The public hearing on the 2022 budget will be held on September 23, 2021 at 6:15. Dave Decker moved and Corey Campbell seconded to approve the 2022 budget estimate as presented. The vote was taken and the motion carried.

**QUESTIONS OR COMMENTS FROM THE PUBLIC**

Vice - President Shirk called for questions or comments from the public. There were none.

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES AUGUST 19, 2021

**QUESTIONS OR COMMENTS FROM THE BOARD**

Vice - President Shirk called for questions or comments from the Board. There were none.

**ADJOURNMENT**

Scott Siefker moved and Corey Campbell seconded to adjourn the meeting at 7:13 PM.