

La Porte County Public Library Board of Trustees Meeting Minutes

December 19, 2023 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

Attendance

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

Attorney: Anthony Novak

Staff: Fonda Owens, Director
Ann Shaffer, Treasurer

Absent:

Members: Amy Jackson

Call to Order

President Corey Campbell called the meeting to order at 5:30 PM.

Consideration of the Agenda

Motion was made by Dara Jeffries and seconded by Nicole Florek to amend the agenda by removing items 8) c. Resolution of Transfer and 8) b. i. Resolution of Encumbrance- Rainy Day. The vote was taken and the motion carried.

Public Forum

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

Consent Agenda

- a. Minutes of November 16, 2023 Board of Trustees Meeting
- b. Financial Report

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

Reports

a. Staff Reports

Danny Barnes, Program and Events Coordinator introduced himself to the Board.

Toni Kester, Assistant Director, reported that over 1000 people visited the live reindeer at the Reindeer Meet and Greet event. Ms. Kester also reported that Dania Bocanegra, Outreach Service Coordinator, attended the first Upstream meeting to discuss community programs that help families through prevention and intervention strategies.

Pam Okosun, Community Learning Manager, updated the Board on new equipment at the Exchange. New mini lathes, purchased from the Howmet grant, have been installed.

Ann Shaffer, Finance Professional II, reported that the Capital Assets inventory has been completed as of December 7, 2023.

b. Director

Director, Fonda Owens, presented Key Strategic Focus Areas and Goals for the 2023 report on the 2022 – 2024 Strategic Plan.

Director Owens meet with staff from Paladin about having their clients learn skills from using equipment at the Exchange and establishing other services with Paladin.

The copier for the Business Center at Main Library has been delivered, reported Director Owens. Fee schedule will be presented to the Board to vote on during New Business.

c. Legal Counsel

Attorney, Anthony Novak, stated he had nothing to report this month.

Unfinished Business

There was no unfinished business.

New Business

a. Resolution of 2024 Wages/Salaries/Classifications/Benefits

A motion was made by Karen Ellison seconded by Dara Jeffries to approve the 2024 Salary Resolution as presented.

b. Resolutions of Encumbrance

i. Operating

A motion was made by Bonnie Snider and seconded by Dara Jeffries to approve Resolution to Encumber Operating Fund as presented:

**LA PORTE COUNTY PUBLIC LIBRARY
RESOLUTION TO ENCUMBER OPERATING FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2023.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2023 budget for Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

<u>PO #</u>	<u>AMOUNT</u>	<u>VENDOR</u>
3483	\$2,300.00	ASI SIGNAGE INNOVATION
3484	\$2,500.00	ASI SIGNAGE INNOVATION
3663	\$7,062.00	GABRIEL BUSS
3814	\$128.98	MIDWEST TAPE
3824	\$30.74	INGRAM
3837	\$22.49	MIDWEST TAPE
3838	\$109.97	MIDWEST TAPE
3849	\$28.44	INGRAM
3856	\$15,000.00	LIBRARY SYSTEMS AND SERVICES
3857	\$3,388.00	ASI SIGNAGE INNOVATION
3858	\$3,180.00	ASI SIGNAGE INNOVATION
3859	\$2,597.84	WIERS FLEET PARTNERS, INC.
3865	\$84.25	INGRAM
3866	\$220.84	INGRAM
3867	\$122.93	MIDWEST TAPE
3868	\$299.94	MIDWEST TAPE
3881	\$274.21	INGRAM
3882	\$115.32	INGRAM
3883	\$317.76	INGRAM
3885	\$93.45	INGRAM
3895	\$156.14	INGRAM
3897	\$48.72	INGRAM
3898	\$19.39	INGRAM
3905	\$91.20	INGRAM
3907	\$7.49	MIDWEST TAPE
3908	\$74.98	MIDWEST TAPE
3909	\$33.72	MIDWEST TAPE
3913	\$2,163.00	LIBRARY FURNITURE INTERNATIONAL, LLC
3922	\$137.78	INGRAM
3923	\$158.48	INGRAM
3924	\$284.04	INGRAM
3925	\$133.22	INGRAM
3926	\$194.13	MIDWEST TAPE
3927	\$50.20	MIDWEST TAPE
3928	\$198.96	MIDWEST TAPE
3933	\$4,400.00	LARSON DANIELSON CONSTRUCTION CO., INC.
3945	\$7,485.00	LYRASIS
3948	\$3,359.94	WIERS FLEET PARTNERS, INC.
3949	\$404.95	WIERS FLEET PARTNERS, INC.
3950	\$500.00	LUCAS ELECTRIC, INC.
	\$57,778.50	

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 19th day of December, 2023, by the following aye and nay vote.

d. Establishment of fees for Business Center

Director Owens presented to the Board a fee schedule for the Library’s Business Center. Fees are at cost in keeping with code standards. Customers can also bring in their own specialty paper as long as it meets the requirements and would only be charged fees for copying.

Item	Cost to Customers
Business Cards	\$1.25 per sheet single side print \$1.50 per sheet double side print
Return Avery Labels 6870	\$1.00 per sheet single side print
Gloss Coverstock Mohawk 36201	\$0.25 per sheet single side print \$0.50 per sheet double side print
Banner paper	\$2.00 single side print \$3.00 double-side print
Premium Cardstock Hammermill 120024	\$0.25 one side print \$0.50 double-side print
Premium Regular 11 x 17 Hammermill 102541	\$.50 one side \$.75 double-side print
Premium High Quality 8.5 x 11 Hammermill 104646	\$.50 one side \$.75 double-side print
100lb 2-sided glossy 8.5 x 11	\$.25 one side \$.50 double-side print

A motion was made by Karen Ellison and seconded by Rhonda Spence to approve the Establishment of Fees for Business Center copier. The vote was taken and the motion carried.

Approval and Payment of Claims---APV Batch December 19, 2023

A motion was made by Karen Ellison and seconded by Dara Jeffries to approve payment of claims APV batch dated December 19, 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 Merry Christmas and Happy Holidays.

Adjournment

A motion was made by Dara Jeffries and seconded by Rhonda Spence to adjourn the meeting at 5:51 PM. The vote was taken and the motion carried.

DRAFT