

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES November 19, 2020
Virtual Meeting conducted via Zoom

ATTENDEES

Karen Ellison – President
Michelle Shirk – Vice President (Joined during Director’s Report)
Corey Campbell
Marie Gilliland
Scott Siefker

ABSENT

Gregg Fuhlenbrock - Secretary
Dave Decker

ALSO IN ATTENDANCE

Fonda Owens – Director
Mark Phillips - Legal Counsel
Cindy Lane -Treasurer

CALL TO ORDER

President Ellison called the meeting to order at 6:30 PM.

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 October 15, 2020 Budget Adoption Meeting
Minutes of the October 15, 2020 Workshop Meeting
Minutes of the October 15, 2020 Board of Trustees Meeting
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch November 19, 2020

Scott Siefker moved and Corey Campbell seconded to approve the consent agenda as presented.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Corey Campbell	Aye
Marie Gilliland	Aye
Scott Siefker	Aye

Motion carried.

LA PORTE COUNTY PUBLIC LIBRARY
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REPORTS

Director

Director Owens reported that the construction project for the Exchange building is progressing. Dry wall is going up; conduit is being installed. D&M Excavating are working on the water and sewer line installation. Ms. Owens is working on ordering furnishings and equipment so those orders can be placed by year-end.

An easement issue was addressed for locating the NIPSCO transformer. Legal counsel worked with the Masonic Temple on an agreement for locating the transformer. The fee for the easement is \$5,000.

The completion date for the project has been moved out by one month. MKM reviewed and approved the request for extending the date from Larson Danielson. This is primarily due to the unforeseen conditions in the building which have caused delays.

In other updates, the Library's audit of financial records was completed. A virtual exit conference was held on November 9th. Ms. Owens attended along with Board President Karen Ellison, Ann Shaffer, and Treasurer, Cindy Lane. The audit covered the financial records for the years 2018 and 2019. The full report was received the week of November 16th and contained no exceptions or comments. Ms. Owens reported that the auditors were very complimentary about working with our staff and the quick response for requests for information.

Ms. Owens provided the board with an update of services, etc. as a result of the pandemic and the County's order. Staff are more proactive in talking to customers about curbside and other virtual services. Meeting room capacities are reduced and cleaning is more enhanced. Foot traffic has decreased overall. Staffing levels are impacted as due to staff in quarantine due to contact tracing exposure, testing positive, etc. To date, 27 staff have been interviewed as a part of contact tracing. Of those 27, 20 were quarantined and 4 tested positive. If this continues, locations may have to close on short notice.

Ms. Owens reported that the buildings on Maple Avenue next to the staff parking lot were demolished the week of November 9th. Pavey Excavating is in the process of removing the debris and filling in the holes.

The Library received the 1782 budget order notice and the Library's budget was approved as submitted.

Legal Counsel

Mark Phillips reported that he worked on the issue with the easement for the Exchange building and reported that the easement that the Library acquired is a permanent easement so it will go with the land.

UNFINISHED BUSINESS

807 Harrison – Request from PEP

Ms. Owens reported that she was notified earlier this week by Dottie Rosenbaum

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that PEP will not be able to move the structure so the Library will proceed forward with the demolition plans. PEP is interested in some of the salvage in the house and the proceeds would go to the Friends of the Library.

There is a caveat with demolishing this structure because it is in the historical district. Proper permitting is needed to demolish the structure. There is a notification period for to inform citizens about the plans to demolish the structures.

Scott Siefker asked whether the Library should withhold the sale of the salvage until the permit is approved as a way of moving the permit process forward. Attorney Phillips advised the board to not award any salvage until the permit is issued.

Director Owens will postpone the salvage process until the permit is issued, but will have Mr. Pavey begin to inspect the structure for any remediation needs.

Feasibility Study

Ms. Owens reported that MKM Architects is working on some alternate options for development at the Main Library location. She will forward the plan to the Board when it is complete and it may be ready for the December board meeting.

NEW BUSINESS

Request to Add a Head of Janitorial Services Position

Ms. Owens reported that this new position would be in charge of cleaning for all locations and supervising the cleaning staff. Adding this position is within the wage and salary budget.

Corey Campbell moved and Marie Gilliland seconded to approve the request to add a Head of Janitorial Services Position.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Corey Campbell	Aye
Marie Gilliland	Aye
Michelle Shirk	Aye
Scott Siefker	Aye

Motion carried.

Job Classifications for 2021

Scott Siefker moved and Corey Campbell seconded to approve the Job Classifications and Wage/Salary Ranges for 2021 as follows:

LA PORTE COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING
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Proposed Wage Ranges for 2021						
Job Classification	Salaried	Exempt	Hourly	Nonexempt	Wage/Salary Range	
Director	X	X			\$80,000	\$105,000
Manager	X	X			\$51,000	\$75,000
Professional II	X	X			\$39,520	\$54,080
Professional I			X	X	\$17.00	\$24.00
Paraprofessional			X	X	\$11.85	\$17.00
Specialist II			X	X	\$10.85	\$16.00
Specialist I			X	X	\$9.85	\$15.00
Internships			X	X	\$9.85	\$15.00
Maintenance II			X	X	\$11.85	\$16.25
Janitorial			X	X	\$9.85	\$15.25

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison Aye
 Corey Campbell Aye
 Marie Gilliland Aye
 Michelle Shirk Aye
 Scott Siefker Aye

Motion carried.

Wages and Salaries 2021

Ms. Owens summarized the request for a 3% across-the-board increase for wages and salaries for 2021, and a one-time wage adjustment to staff who have reached the high end of the wage/salary range.

Ms. Owens explained that the City of La Porte would not be issuing an increase, however, they provide longevity pay increases which the Library does not have. Additionally, the County has made no decisions yet on pay increases but they also have longevity pay.

Ms. Owens reported that of the Library Directors she has spoken with, most are planning for a 2% increase.

Following discussion, Scott Siefker moved and Corey Campbell seconded to approve the request for a 3% across-the-board increase for wages and salaries in 2021, including a one-time wage adjustment equivalent to the 3% across-the-board increase for staff who are at the maximum for their range.

President Ellison asked for the vote by roll call.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES November 19, 2020
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Vote taken by roll call:

Karen Ellison Aye
Corey Campbell Aye
Marie Gilliland Aye
Michelle Shirk Aye
Scott Siefker Aye

Motion carried.

Ms. Owens asked if the motion included the Director's Salary. Mr. Siefker confirmed that he was including the Director's Salary in the motion.

2021 Holidays

Scott Siefker moved and Corey Campbell seconded to approve the following holidays for 2021:

2021 Proposed Holiday Schedule

- New Year's Day January 1
- President's Day February 15
- Memorial Day May 31
- Independence Day July 4 (Will be observed on Monday, July 5)
- Labor Day September 6
- Veteran's Day November 11
- Thanksgiving Day November 25
- Christmas Eve December 24
- Christmas Day December 25

Early Closing 2021

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.

- Thanksgiving Day Eve November 24
- New Year's Eve December 31

All Day Closing 2021

Staff In-Service Day October 11 (Columbus Day)

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison Aye
Corey Campbell Aye
Marie Gilliland Aye
Michelle Shirk Aye
Scott Siefker Aye

LA PORTE COUNTY PUBLIC LIBRARY
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Motion carried.

Request to Temporarily Change Hours of Operation for Main Library

Ms. Owens explained the proposal to close one hour earlier at 7:00 PM Monday through Thursday on a temporary basis which would allow flexibility to cover any staff shortages.

Michelle Shirk expressed her concern over addressing the accessibility needs of the community and that the request should have an expiration date. Ms. Owens explained that the proposal was temporary with an expiration date of March 1, 2021. She also explained that the Board could revisit this in January and move the date up if needed.

Corey Campbell moved and Scott Siefker seconded to approve the recommendation to temporarily change the hours of operation for the Main Library to close at 7:00 on Monday through Thursday.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Corey Campbell	Aye
Marie Gilliland	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.

Mr. Campbell asked if the Board could review the Responsible Bidder Resolution at the December Board meeting with possible updates to ensure that a similar issue that recently occurred with the general contractor isn't repeated on future projects.

Attorney Mark Phillips explained that the biggest problem is not so much with the language of the resolution, but more with the language of the AIA contract between the general contractor and the Library. He feels that this type of issue can be addressed with closer examination of the contract language.

Ms. Owens explained that unlike governmental units such as the City or County that can pass ordinances, the Library can only pass resolutions which doesn't provide for the same level of enforcement outside of the contract.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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Mrs. Ellison reported that she has received some phone calls from members in the community asking about the opportunity to involve community members in reading stories to children during the next summer reading program, questions on using Flipster, and whether the Play and Learn can be done virtually.

Mrs. Bannwart spoke about the virtual Play and Learn and explained that Library staff did schedule virtual sessions, and the response was low.

Ms. Owens reported that the Friends of the Library are hosting a giving Tuesday fund raiser event on December 1st. All donations will go to the Friends of the Library in support of the Summer Reading Program. They will be on WIMS radio station to promote a second fund raiser event which includes calling the Dial-A-Story service. Each call between December 1st and January 1st will result in a donation to the Northwest Indiana Foodbank.

ADJOURNMENT

Michelle Shirk moved and Corey Campbell seconded to adjourn the meeting.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Corey Campbell	Aye
Michelle Shirk	Aye
Marie Gilliland	Aye
Scott Siefker	Aye

Motion carried.

President Ellison adjourned the meeting at 7:43pm.