

La Porte County Public Library Board of Trustees Meeting Minutes
October 17, 2024 at 5:30 PM CDT
904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Amy Jackson, Nicole Florek, Bonnie Snider and Karen Ellison

Also Attended

Fonda Owens, Director

Absent:

Corey Campbell, Justin Holmquest, and Dara Jeffries

Call to Order

Vice-President Amy Jackson called the meeting to order at 5:30PM

Public Forum

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

Consent Agenda

1. Minutes of September 19, 2024 Public Hearing on the Proposed 2025 Budget Meeting
2. Minutes of September 19, 2024 Board of Trustees Meeting
3. Financial Report
4. Statistics Report

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

Reports

Managers Reports

Dania Bocanegra updated the board about the progress with the Libraries 360 program at the La Porte Community Schools.

Pam Okosun informed the board about the upcoming 3D Printing Open House at the Exchange scheduled for the next day.

Holly Trott highlighted her experiences with being part of the Leadership La Porte County group for this session.

Director

Director, Fonda Owens, updated the board on the strategic planning community sessions held in early October. On-line survey is on the website and has already received responses. Discussion questions have been emailed to the board and responses are needed by October 25.

Director Owens had meetings with Jones, Petrie, and Rafinski to talk about facilities planning. A proposal is being submitted later in this meeting. Director Owens also had a meeting with Baker Tilly regarding a notification received from S&P in regard to a possible audit in the future. Nothing is

currently scheduled. During this discussion Director Owens asked about a financial analysis that would align with the strategic and facilities plans. There will be a proposal from Baker Tilly for the Board to consider at a future meeting.

Director Owens also reported that she had attended several community meetings this past month, including LEAP, ILF Advocacy, Northwest Indiana Forum, and the La Porte Senior Expo .

Legal Counsel

There was no legal report.

Unfinished Business

None

New Business

a. Outreach Services Policy

A motion was made by Karen Ellison and seconded by Bonnie Snider to approve the La Porte County Public Library Outreach Services Policy as presented:

Outreach Services Policy

This policy outlines Outreach services provided by La Porte County Public Library. It is not intended to be an exhaustive list of LPCPL Outreach Services. Many LPCPL programs and services may be provided as Outreach per LPCPL's Partnership Policy.

Philosophy

La Porte County Public Library has provided free Outreach services to schools, organizations, facilities, and individuals since the 1940s. Outreach services extend LPCPL services beyond the Library's walls to people who may face barriers to visiting a physical library building. Outreach services are intended to make library services more accessible to all.

Service Definitions

Outreach Program

Library staff present a program as defined in LPCPL's Program Policy.

Outreach Event

Library staff participate in a community event to actively promote and bring awareness to the Library.

Outreach Services

Includes Mobile Library, Mobile Classroom, Doorstep Delivery, and Libraries 360 as described below. Mobile Library and Mobile Classroom services may also incorporate programs or take place at events.

Service Descriptions

Mobile Library also known as Bookmobile

The Mobile Library is a full-service library on wheels. Mobile Library collections are more limited in scope than other LPCPL locations and are curated by staff to meet the needs of the customers being served at each stop. Mobile Library stops operate as routes and are scheduled according to service priorities and vehicle availability.

Mobile Classroom

The Mobile Classroom is a classroom on wheels. Lessons and workshops are taught in the classroom to bring innovative learning experiences to schools, organizations, and community events. Mobile Classroom visits are scheduled according to service priorities and vehicle availability.

Doorstep Delivery

Doorstep Delivery is a homebound delivery service available to residents living in LPCPL's service district who are unable to visit the Library due to disability, impairment, or illness for a period of six weeks or longer. Doorstep Delivery customers may request specific materials to be delivered on an established monthly schedule.

Libraries 360

Libraries 360 is a resource-sharing agreement between La Porte County Public Library and La Porte County school corporations. Participating school corporations sign contractual agreements with LPCPL that outline the partnership and terms of service.

Service Priorities

Visit schools, organizations, or facilities to instill a love of reading and create opportunities for lifelong learning to community members of all ages.

Provide services to underserved populations - older adults, the developmentally disabled, rural communities, and low-income neighborhoods - that experience barriers in accessing the Library (i.e. transportation, physical limitations, township without a branch location).

Support out of school programs – daycares, afterschool programs, camps, clubs – to support early literacy initiatives for young children, provide materials and resources for school-aged youth, and enhance services being provided by community organizations.

Generate excitement for La Porte County Public Library materials, classes/events, services, and initiatives through participation in community events.

Seek partnerships that expand opportunities for LPCPL to reach more community members and underserved populations.

Work with facilities or nursing homes to develop services and offer classes/events appropriate for those residents.

Provide a “full library” or liaison-like experience to Outreach customers

Operational Requirements

Outreach services are available free of charge to customers and organizations operating within LPCPL's service district.

Mobile Library and Mobile Classroom visits to customers and organizations outside of LPCPL's service district must pay round trip mileage at the established federal standard mileage rate.

LPCPL must be able to gain permission to park Outreach vehicles at stop sites. There should be ample room to maneuver and park Outreach vehicles while providing maximum accessibility to customers.

- Mobile Library requires overhead clearance of 10 feet and a parking area of at least 30 feet long and 8 feet wide.
- Mobile Classroom requires overhead clearance of 13 feet and a parking area of at least 40 feet long and 10 feet wide.

Outreach customers must abide by LPCPL's Code of Conduct and provide a safe and appropriate environment for volunteers or staff members during visits and home deliveries.

Services and visits to Outreach customers are routinely evaluated. Services or visits may be discontinued if the service is not consistently being used, participation or circulation levels decrease, or the partner organization's priorities no longer align with LPCPL's mission or current initiatives.

Because weather conditions can vary drastically across LPCPL's large geographical service area, staff are empowered to cancel visits if they feel the weather is creating dangerous conditions for staff or customers. Information about cancelled visits is available on the Library's website and communicated directly to impacted customers whenever possible.

LPCPL staff must follow all relevant Library policies and procedures. Staff may also be required to follow policies and procedures of collaborating partners.

LPCPL follows organizational closings and cancels Outreach visits when partners are not open.

The vote was taken and the motion carried.

b. Request for Facilities Study

Director Fonda Owens presented the proposal for professional design services from Jones Petrie Rafinski (JPR) for a variety of facilities projects. Projects scope to include; upholsterer for furniture, sound panels in teen space, lighting, bathroom sinks, remodel counter space, shade structure, HVAC building analysis, parking lot sign, door access, tuck point limestone, exterior signs at branches and sound system (PA).

A motion was made by Karen Ellison and seconded by Bonnie Snider to approve the professional design services proposal from JPR in the amount of \$26,500. The vote was taken and the motion carried.

c. 2025 Holiday Schedule

A motion was made by Nicole Florek and seconded by Karen Ellison to approve the Holiday Schedule as presented:

Early Closing 2024

November 15 Friday, Staff Friendsgiving ---this is one hour early
New Year's Eve 2024 Tuesday, December 31

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.

2025 Holiday Schedule

New Year's Day Wednesday, January 1
President's Day Monday, February 17
Memorial Day Monday, May 26
Independence Day Friday, July 4
Labor Day Monday, September 1
Thanksgiving Day Thursday, November 27
Christmas Eve Wednesday, December 24
Christmas Day Thursday, December 25
New Year's Day 2026 Thursday, January 1

Early Closing 2025

Thanksgiving Day Eve Wednesday, November 26
New Year's Eve Wednesday, December 31

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.

Closing for Staff In-Service Day

Friday, May 2

Floating Holidays

Per the 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.

The vote was taken and the motion carried.

d. Proposal for Wages/Salaries and Classifications for 2025

Director Fonda Owens recommended for the 2025 year, a flat dollar wage range adjustment of \$2.00 that would bring pay that reflects the wages being offered locally for similar skill sets and responsibilities. Recommending the Professional II be re-classified to hourly non-exempt in order to meet the new Department of Labor requirements. In addition to this she also recommend a 4% across-the-board increase for current employees in order to prevent wage compression.

A motion was made by Karen Ellison and seconded by Bonnie Snider to approve the recommended wage and salary ranges adjustments, re-classification and wage increase as presented. The vote was taken and the motion carried.

Approval and Payment of Claims – APV Batch October 17, 2024

A motion was made by Karen Ellison and seconded by Bonnie Snider to approve the payment of claims APV batch dated October 17, 2024. The vote was taken and the motion carried.

Questions or Comments from the Public

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

Questions or Comments from the Board

Vice-President Amy Jackson called for questions or comments from the board. There were none.

Adjournment

A motion was made by Bonnie Snider and seconded by Nicole Florek to adjourn the meeting at 6:14 PM. The vote was taken and the motion carried.