

La Porte County Public Library Board of Trustees Meeting Minutes

December 23, 2024 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Dara Jeffries, Corey Campbell, Nicole Florek, Bonnie Snider and Karen Ellison

Also Attended

Fonda Owens, Director

Anthony Novak, Attorney

Absent:

Amy Jackson and Justin Holmquest

Call to Order

President Dara Jeffries called the meeting to order at 5:30PM

Public Forum

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

Consent Agenda

1. Minutes of November 21, 2024 Board of Trustees Meeting
2. Financial Report

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

Consideration of the Agenda

A motion was made by Nicole Florek and seconded by Corey Campbell to amend the agenda in the Reports section to include Resolution after the Managers Reports. The vote was taken and the motion carried.

Reports

Managers Reports

Toni Kester Bulger, Holly Trott and Dania Bocanegra shared highlights from their monthly reports.

Resolutions

President, Dara Jeffries read the Resolution in Honor of Karen Ellison. A motion was made by Corey Campbell and seconded by Bonnie Snider to approve the resolution as read.

**La Porte County Public Library
Board of Trustees
Resolution
In Honor of Karen Ellison**

WHEREAS, Karen Ellison served with distinction on the Board of Trustees of the La Porte County Public Library from February 2017 to December 2024; and

WHEREAS, Karen Ellison was elected by her colleagues on the Board of Trustees as President (2020–2021 and 2021-2022); Secretary (2018-2019, 2019-2020 and 2023-2024); and Assistant Treasurer (2018-2019); and

WHEREAS, Karen Ellison was the Board of Trustees appointment to the La Porte City Park Board (2019-2024) where she served with distinction; and

WHEREAS, La Porte County Public Library has been fortunate to have Karen Ellison as a dedicated Board member who consistently demonstrated her belief in the value and importance of the Library to the La Porte Community; and

WHEREAS, Karen Ellison will be greatly missed by her colleagues on the Board of Trustees and by the many library community members who benefited from her efforts on behalf of the Library;

NOW THEREFORE, be it resolved that the Board of Trustees does hereby recognize with great admiration and appreciation, the contributions and record of service of Karen Ellison to the Library, and the citizens of La Porte County.

Presented to the Board of Trustees of La Porte County Public Library, read in full, and adopted this 23rd day of December, 2024.

The vote was taken and the motion carried.

Director

Director, Fonda Owens, shared highlights from her monthly report including updates on the strategic planning process and a possible new collaboration with a local industry for training at the Exchange. She also shared that Gina Alber has been appointed to the Library Board of Trustees by the Presidents of School Boards inside the La Porte County Public Library service district. Her appointment will start January 2025. Mrs. Alber will fill the position on the Board currently held by Karen Ellison.

Legal Counsel

Attorney Anthony Novak had nothing to report.

Unfinished Business

None

New Business

i. Reconsideration of Non-exempt status for Professional II

A motion was made by Karen Ellison and seconded by Bonnie Snider to approve Professional II classification to return to non-exempt status. The vote was taken and the motion carried.

ii. 2025 Salary of the Director

A motion was made by Nicole Florek and seconded by Corey Campbell to approve a 4% salary increase for the Director for the 2025 year. The vote was taken and the motion carried.

iii. Resolution of 2025 Wages/Salaries/Classifications/Benefits

A motion was made by Corey Campbell and seconded by Karen Ellison to approve the 2025 Wages/Salaries/Classifications/Benefits Resolution as presented:

La Porte County Public Library

2025 Salary Resolution

WHEREAS, all compensation and benefits paid to officials and employees must be included in an annual resolution adopted by the La Porte County Public Library Board of Trustees per IC 36-12-24 (a) & (b). The following are presented for the year 2025.

Section I: 2025 Wage/Salary Ranges and Positions and Classifications

The La Porte County Public Library Board of Trustees, hereby reaffirms the salaries and pay schedule for employees as adopted at the October 17, 2024 Library Board of Trustees meeting and for the Director as adopted at the December 23, 2024 meeting. The schedule is effective January 1, 2025. The Library shall consist of the following job classifications, except as otherwise authorized. Employees herein may receive compensation as set forth or within the respective ranges of amounts set herein. Wage and salary ranges do not specify starting wages or salary. The starting wage or salary is dependent on qualifications.

Wage/Salary Ranges 2025

2025		2025 Proposed Salaried/Annual			2025 Hourly Ranges		
Position	Pay Grade	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Director		\$88,171	\$109,158	\$130,166	\$42.39	\$52.48	\$62.58
Manager	II	\$69,326	\$83,366	\$97,406	\$33.33	\$40.08	46.83
Manager	I	\$60,320	\$74,360	\$88,400	\$29.00	\$35.75	\$42.50
Professional	II	\$52,000	\$63,960	\$75,920	\$25.00	\$30.75	\$36.50
Professional	I				\$21.00	\$25.75	\$30.50
Clerical	III				\$17.00	\$20.75	\$24.50
Clerical	II				\$15.00	\$18.25	\$21.50
Clerical	I				\$14.00	\$17.00	\$20.00

Maintenance	III				\$21.00	\$25.75	\$30.50
Maintenance	II				\$17.00	\$20.75	\$24.50
Maintenance	I				\$14.00	\$17.00	\$20.00
Interns	I				\$14.00	\$17.00	\$20.00

Section II: Across-the-Board Increase for all Current Employees

The wage and salary plan for 2025 also includes a 4% across the board raise for all current employees, including the director, effective January 1, 2025.

Section III: Wage adjustments for Current Employees

All employees receive a flat dollar wage adjustment to their 2025 wage, equal to the difference between the current low-end range number and the new low-end for their classification. This adjustment will be made effective as of January 1, 2025.

Section IV: Longevity Pay

Employees receive a 2% increase at each 3-year milestone of employment up to a maximum of 21 years, payable on the first pay following their employment anniversary.

Employees whose wage adjustments or increases put them at the top end of the current wage range, receive a lump sum adjustment for the amount of the increase.

Section V: Leave Benefits – 2025

8 Paid Holidays and 2 floating holidays payable as approved at the October 17, 2024 Board of Trustees meeting.

Paid Time Off – schedule as of January 1, 2025, and paid out as outlined in Employee Handbook

Years of Service	Number of Hours Scheduled Per Week				
	Less than 20	20-29 hours	30-39 hours	40 hours	Professional Employees
	0	Pro-rated	Pro-rated	Pro-rated	Pro-rated
1 through 4 years	0	60	90	120	170
5 through 9 years	0	80	120	160	210
10+ years	0	100	150	200	250

Section VI: HSA contribution – 2025

Employees who have coverage under the Library's group health insurance and completed a wellness check in 2024 will receive a \$1,000 contribution to a health savings account established by the employee as per the payout schedule determined by the Library.

Section VII: Wellness Clinic – 2025

Employees who chose to participate will have the wellness clinic monthly program cost paid at 100% of the cost.

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 23rd day of December, 2024.

The vote was taken and the motion carried.

iv. Resolutions of Encumbrance

i. Operating

A motion was made by Karen Ellison and seconded by Corey Campbell to approve Operating Encumbrance Resolution in the amount of \$50,910.20 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 2024.

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 2024 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 –

PO#	VENDOR	AMOUNT
4203	TRUDY MENKE	\$6,000.00
4304	INGRAM	\$14.94
4359	INGRAM	\$42.97
4360	INGRAM	\$70.13
4363	MIDWEST TAPE	\$34.99
4374	INGRAM	\$17.25
4375	INGRAM	\$166.08
4376	INGRAM	\$69.27
4377	INGRAM	\$34.74
4378	INGRAM	\$66.81
4382	TRIANGLE WINDOW FASHIONS, INC	\$3,422.00
4385	INGRAM	\$1,224.56
4386	INGRAM	\$1,069.13
4387	INGRAM	\$32.79
4388	MIDWEST TAPE	\$170.88
4389	MIDWEST TAPE	\$25.63
4390	MIDWEST TAPE	\$178.96
4393	JONES, PETRIE, RAFINSKI CORP	\$24,500.00
4394	NVB PLAYGROUNDS	\$452.00
4396	INGRAM	\$37.95
4397	INGRAM	\$42.86
4398	INGRAM	\$194.64
4399	INGRAM	\$518.44

4400	INGRAM	\$629.11
4401	INGRAM	\$471.56
4411	MIDWEST TAPE	\$39.99
4412	MIDWEST TAPE	\$28.48
4413	MIDWEST TAPE	\$215.16
4432	STEMFINITY	\$874.95
4435	FULLY LOADED ELECTRONICS LLC	\$5,195.00
4441	INGRAM	\$14.99
4452	COLLABORATIVE SUMMER LIBRARY PROGRAM	\$381.63
4458	INDIANA CHAMBER OF COMMERCE	\$129.90
4459	INGRAM	\$184.93
4460	INGRAM	\$160.61
4461	INGRAM	\$253.65
4462	INGRAM	\$89.80
4463	MIDWEST TAPE	\$647.94
4464	CARDMEMBER SERVICES	\$3,205.48
TOTAL		\$50,910.20

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 23rd day of December, 2024.

The vote was taken and the motion carried.

ii. Gift Fund

A motion was made by Corey Campbell and seconded by Nicole Florek to approve Gift Fund Encumbrance Resolution in the amount of \$1,776.00 as presented:

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

WHEREAS, it has been determined that it is now necessary to encumber funds from the Gift 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 2024.

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 2024 for Gift Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

PO#	VENDOR	AMOUNT
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4394	NVB PLAYGROUNDS	\$1,576.00
4464	CARDMEMBER SERVICES	\$200.00
	TOTAL	\$1,776.00

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 23rd day of December, 2024.

The vote was taken and the motion carried.

- e. Resolution of Transfer
 - i. Operating
 - No resolution of transfer needed.

Approval and Payment of Claims – APV Batch December 23, 2024

A motion was made by Nicole Florek and seconded by Corey Campbell to approve the payment of claims APV batch dated December 23, 2024. The vote was taken and the motion carried.

Questions or Comments from the Public

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

Questions or Comments from the Board

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

Adjournment

A motion was made by Karen Ellison and seconded by Corey Campbell to adjourn the meeting at 6:25 PM. The vote was taken and the motion carried.