

La Porte County Public Library Board of Trustees Meeting Minutes

April 19, 2024 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Members: Corey Campbell, Dara Jeffries, Karen Ellison, Amy Jackson, and Nicole Florek

Anthony Novak, Attorney

Fonda Owens, Director

Ann Shaffer, Treasurer

Absent:

Members: Rhonda Spence and Bonnie Snider

Call to Order

President Dara Jeffries called the meeting to order at 6:03 PM. A motion was made by Corey Campbell and seconded by Karen Ellison to amend the agenda under New Business (e) Notary Policy. The vote was taken and the motion carried.

Public Forum

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

Consent Agenda

- a. Minutes of March 21, 2024 Board of Trustees Meeting
- b. Financial Report
- c. Statistical Reports

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

Reports

Manager Reports

Pam Okosun, Community Learning Manager, reported the Howmet Equipment Ribbon Cutting event was wonderful and more than 75 people attended.

Toni Kester Bulger, Assistant Director, reported about the Solar Eclipse event. Over 1,000 solar glasses were handed out and that over 200 people visited viewing events at Luhr County Park and over 180 people visited Creek Ridge County Park.

Holly Trott, Access and Collections Manager, presented the Aspen catalog software program overlay to the Board. Go live date is May 13, 2024.

Director

Director, Fonda Owens, reported that meetings with school partners are taking place to review Libraries 360 agreements and presenting new options available with Aspen. She is specifically reviewing with the various schools the current status of the program and inquiring if they are interested in an expansion of service.

Director Owens and Assistant Director Kester Bulger have attended many community events including the Annual Michigan City Chamber, the La Porte Economic Development group meetings, the Annual Purdue Extension Dinner and the Kiwanis Annual Pancake Breakfast. Both also attended the bi-annual Public Library Conference in Columbus Ohio.

At the April Friends of the Library meeting, Director Owens invited Pulaski County Public Library Director, MacKenzie Ledley to talk about the experience of setting up a library foundation.

The LPCPL Exchange has been selected as an ecosystem success story, to be featured in the IEDC's Entrepreneurship Indiana Yearbook, reported Director Owens.

Director Owens, along with Outreach Services Coordinator, Dania Bocanegra, attended the City of La Porte Senior Expo planning meeting.

Legal Counsel

Attorney, Anthony Novak, stated he is researching Library Friends and Foundations to provide information for discussions.

Unfinished Business

a. Windows at Union Mills and Kingsford Heights

A motion was made by Corey Campbell and seconded by Karen Ellison to approve the quotes from Larson and Danielson Construction Company for installation of new windows at Union Mills branch for \$21,715 and Kingsford Heights branch for \$13,155. The vote was taken and the motion carried. Nicole Florek was unavailable for this vote.

b. LPCPL Exchange Mural Project

The Lubeznik Arts Center has applied for a grant from the Healthcare Foundation for the creation of a mural on the south wall of the LPCPL Exchange. The decision on the grant will be made some time in May. The Library Board members were asked to select three potential artists during the meeting so that if the grant is awarded then quick progress can be made on the project.

New Business

a. Request to Establish an Account with TrustINDiana

A motion was made by Karen Ellison and seconded by Corey Campbell to establish an account with TrustINDiana. The vote was taken and the motion carried.

b. Changes to Reservable Spaces Policy

A motion was made by Corey Campbell and seconded by Nicole Florek to approve revised Reservable Spaces Policy as presented.

La Porte County Public Library Reservable Spaces Policy

1. La Porte County Public Library (LPCPL) provides access to reservable spaces in support of its mission to be the center of community life. LPCPL designated spaces are available for programs, meetings, training sessions, and events either sponsored by the Library or initiated by the public.
2. All use of the spaces must comply with this Reservable Spaces Policy which states the following:
3. The LPCPL's Board of Trustees has the final authority to decide, in a manner consistent with applicable law, which groups/individuals may meet on LPCPL property and for what purpose LPCPL property may be used. The eligibility to use various reservable spaces are shown in Table A .
4. LPCPL programs and events take precedence over any other use of the space, even if a space has already been reserved. LPCPL may cancel or change a reservation for LPCPL business, without advanced notice. Efforts will be made to contact the group/ individual who reserved the space as soon as the library is aware of the need to alter the reservation.
5. Use of LPCPL facilities does not imply that LPCPL approves of the group that is meeting or the ideas presented at the meeting. Any marketing materials that include the LPCPL's name and/or address must include the disclaimer, "This event is not sponsored or endorsed by La Porte County Public Library."
6. Reservable spaces are available without charge except for the following: (The fee schedule is shown in Table B.)
 - a. Users outside of the LPCPL service district
 - b. Social Events, including but not limited to parties or receptions (e.g. weddings, birthday parties, anniversary parties or other celebrations)
 - c. Events requiring additional staffing time of LPCPL employees
7. Use of reservable spaces is subject to the Library's Code of Conduct Policy.
8. The group representative accepts full responsibility for any infraction of LPCPL policies and any damage to LPCPL property incurred during or in connection with the meeting.
9. LPCPL is not responsible for loss or damage to the private property of individuals or organizations using the reservable spaces.
10. Deliberate misuse of or damage to reservable spaces or equipment may result in billing the user for damages and/or refusing any further requests for room use.
11. Room capacities must be observed.
12. Rooms must be vacated at least 15 minutes prior to the time the specific LPCPL location closes.

13. The person or group that reserves the space is responsible for clean-up, including alerting library staff when a vacuum or additional cleaning items are required. A cleaning fee may apply if the room is not returned to its original condition, which shall be determined at LPCPL’s sole discretion.

14. Admission may not be charged to those attending the function in the reservable space, nor may collections or donations be accepted.

15. Food and drink are allowed; however, alcoholic beverages are expressly prohibited.

16. Equipment, supplies, or personal effects may not be stored at the Library before or after the event/function.

17. Signs or decorations may not be applied to the furniture, doors, walls, windows, or ceiling by any method. Tabletop decoration and tablecloths are allowed, excluding glitter and confetti. No open flame or lit candles.

18. Organizations and/or individuals using the reservable spaces:

a. Shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization’s or individual’s use of the facility and all tangible property. Replacement value may be used by the LPCPL to determine the charge for damages; and

b. Shall indemnify and hold harmless LPCPL and its officers, directors, agents and employees from and against all losses, damages, claims, costs, and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization’s or individual’s use of the facility.

Table A Eligibility to Use Reservable Spaces

Meeting Rooms	Study Rooms	Study Cafe	Exchange Classroom	Studios at LPCPL Exchange
Ages 18 and up	Ages 18 and up	Ages 12 and up	Ages 18 and up	Ages 12 and up
Group meetings, programs, training, events Social events	Tutoring, small group meetings	Group meetings, tutoring, study	Group meetings, programs, training, events	Audio and video

Table B Fee Schedule and Occupancy Limits

Room Location	Occupancy	For Profit Organizations, Social Events & Out of District Users
Coolspring Large Meeting Room	30	\$35
Coolspring Study Room A and B	4	\$15
Fish Lake Meeting Room	20	\$25
Hanna Meeting Room	20	\$25
LPCPL Exchange Classroom	50	\$50
LPCPL Exchange Meeting Room A	4	\$15
LPCPL Exchange Meeting Room B	8	\$15
Main Library Meeting Room A	16	\$15
Main Library Meeting Room B	50	\$40
Main Library Study Room A	4	\$15
Main Library Study Room B	8	\$15
Main Library Study Room C	6	\$15
Main Library Study Café	12	\$15
Rolling Prairie Large Meeting Room	30	\$35
Rolling Prairie Study Rooms A and B	4	\$15
Union Mills Meeting Room	30	\$25

Adopted on August 18, 2022 by the La Porte County Public Library Board of Trustees

The vote was taken and the motion carried.

c. Interlibrary Loan Policy

A motion was made by Corey Campbell and seconded by Karen Ellison to approve Interlibrary Loan Policy as presented.

La Porte County Public Library Interlibrary Loan Policy (ILL)

ILL Purpose

Interlibrary loan is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the LPCPL collection from other libraries and to provide material from the LPCPL collection to other libraries for customer use.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library’s collection. In meeting customer needs, the library will exhaust local resources first, including consideration of purchasing the item for the library’s collection according to the Collection Development Policy. The library endorses the principles relating to interlibrary loan included in the Indiana Library Resource Sharing Policy, the ALA Interlibrary Loan Code, the U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

ILL Borrowing Policy

1. Customers must have a valid LPCPL library card in good standing. Good standing is defined as owing less than \$10.00 in outstanding fees and/or not blocked.
2. Customers may only submit 20 requests at one time.
3. Customers are responsible for fees incurred due to lost, overdue, or damaged items, in addition to any other fees assessed by the lending library.
4. Customers must adhere to the lending library's loan rules for due dates
5. Customers request one renewal per item. Requests must be approved by the lending library. A renewal requested after the due date may generate late fees. Customers are responsible for late fees.
6. Customers are responsible for lending or copying fees charged by the lending library. Customers will be informed before a fee is assessed.
7. Customers who repeatedly do not return items on time or in good condition are subject to loss of interlibrary loan privileges.
8. LPCPL honors all conditions-of-use placed on materials by the lending library.
9. ILL requests will not be placed for items available within LPCPL.
10. ILL requests will not be placed for: magazines, ebooks/audiobooks, playaways, games, items newer than 1 year, materials limited by licensing agreements or items owned by LPCPL.
11. LPCPL will avoid borrowing from libraries that charge a lending fee.

ILL Lending Policy

1. Materials are loaned for 21 days. A renewal may be requested for another 21-day period. Renewals will not be granted if an item has existing holds.
2. Materials will be loaned at the discretion of the librarian.
3. LPCPL does not lend materials designated as new, historical room, microfilm, microfiche, software, periodical, items which are a part of the "Library of Things" or materials limited by licensing agreements.
4. If the borrowing library participates in the Indiana State Library subsidized statewide courier service, materials will be sent in that manner.
5. Replacement costs will be charged for lost or damaged items.
6. Replacement costs will be refunded for items returned within thirty days of bill payment.
7. Unpaid fees may result in suspension of borrowing privileges.

The vote was taken and the motion carried.

d. Discussion and Request for Attorney Consultation in regard to Possible Library Foundation

A motion was made by Corey Campbell and seconded by Karen Ellison to approve obtaining legal consultation for forming a library foundation. The vote was taken and the motion carried.

e. Notary Policy

A motion was made by Corey Campbell and seconded by Amy Jackson to approve the Notary Policy as presented.

La Porte County Public LPCPL Notary Policy

A notary commission is personal to the notary public. The stamp and commission belong to the notary public and must be safeguarded by the notary in order to prevent forgeries and other misuse.

If LPCPL pays for the notary commission, LPCPL cannot convert the stamp and journal. Additionally, if LPCPL paid for the notary's bond, LPCPL cannot cancel the bond.

The employee designated as the notary public is acting on behalf of LPCPL to provide notary services in the Library.

While serving as a notary public, the employee may not also hold a lucrative office. The employee, serving as a notary public:

- A. Must adhere to the highest standards of competence and responsibility in providing notary public services.
- B. Shall never notarize any signature without the maker of the signature first appearing personally, before the notary.
- C. Shall correctly maintain a notary journal of all notarial acts they perform.

The LPCPL will not provide witnesses, and witnesses may not be solicited from customers using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

In accordance with Indiana Notarial Law, notaries will not provide service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the LPCPL. In this event, the LPCPL notary may, at his/her sole discretion, decline to provide notary service.

The LPCPL notary public is not an attorney licensed to practice law in Indiana, and he/she may not give legal advice.

Adopted by the La Porte County Public Library Board of Trustees 4/18/2024

Approval and Payment of Claims---APV Batch April 18, 2024

A motion was made by Corey Campbell and seconded by Karen Ellison to approve payment of claims APV batch dated April 18, 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 Corey Campbell and seconded by Amy Jackson to adjourn the meeting at 6:48 PM. The vote was taken and the motion carried.