

La Porte County Public Library Board of Trustees Meeting Minutes

May 16, 2024 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Members: Dara Jeffries, Karen Ellison, Amy Jackson, Nicole Florek and Bonnie Snider

Anthony Novak, Attorney

Fonda Owens, Director

Ann Shaffer, Treasurer

Absent:

Members: Corey Campbell and Justin Holmquest

Call to Order

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

Public Forum

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

Consent Agenda

- a. Minutes of April 19, 2024 Board of Trustees Meeting
- b. Financial 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

Manager Reports

Toni Kester Bulger, Assistant Director, between 600 to 700 kids interacted with the Whalemobile that was sponsored by the Library at South Central Schools.

Pam Okosun, Community Learning Manager, shared an email she had received from a customer thanking the Library for the Exchange. The customer was able to use the heavy-duty sewing machine to make a cover.

Holly Trott, Access and Collections Services Manager, reported that the Aspen catalog launch on May 13th went well.

De Burke, Human Resource Professional, introduced Lisa Novak as the new Administrative Services Assistant.

Director

Director, Fonda Owens, reported the La Porte Community School Corporation Board signed a new agreement with the Library to expand the Libraries 360 program within the La Porte schools.

Director Owens also reported that she and Dania Bocanegra, Outreach Services Coordinator, are continuing to attend planning meetings for the upcoming Senior Expo.

Benefits renewal meetings have been taking place with representatives from General Insurance. The recommendation for the 2024 – 2025 plans will be presented later in this meeting.

Director Owens reported on a few projects she is working on that are important projects. The first is the creation of an internal communications and document hub. She is also evaluating spaces and collection arrangements at branch locations.

Legal Counsel

At the June board meeting Attorney, Anthony Novak, will present information about the possible transition of the Friends of the Library to a Library Foundation.

Unfinished Business

There is none.

New Business

a. Recommendation for Health and Life Insurance Benefits

Director Owens presented the following based on meetings with Delora Burke and General Insurance Services representatives, on the terms of our insurance renewal for the 2024/25 coverage year.

The increase in the premium for the health insurance plan is 6.40% based on the changes recommended below.

The GIS team researched alternative options for our medical insurance coverage. Keeping the current options in place would result in a premium increase of 16%. We felt this was not optimal for staff and for LPCPL overall so other options were presented by the GIS team. They did seek a quote from Anthem. The Anthem plans is a much higher in cost with the increase from current costs coming in a 43.59%. The renewal increase for the dental insurance is 6.5% and the life insurance premium is increasing by 9.2%. There is no increase in the rate for the EyeMed insurance as we are under a rate lock for this year. Based on the analysis of the options, we recommend the library renew with UnitedHealthcare for medical coverage, Principal for dental and term life coverage, and EyeMed for vision coverage.

Therefore, the following is recommended for the 2024 – 2025 Employee Benefits Plan Year for employees working 30 hours or more per week:

Health Insurance: Continue with UnitedHealthcare and go to only one plan option that has a lower deductible and converts to an 80/20 cost share until the maximum out of pocket deductible has been met. The attached document shows the breakdown of the numbers. The green column is the plan that we are recommending. LPCPL continues to cover 80% of the premium cost and the employee is

responsible for the balance.

Health Savings Account Contribution: Continue the Library contribution to employee Health Savings Account to \$1,000 per calendar year for employees who provide proof of a completed preventive wellness exam in the prior 12 months.

Dental Insurance: Continue to offer a dental plan with Principal.

Vision Insurance: Continue to offer a vision plan with EyeMed. Our vision plan premium is on a guaranteed rate plan cycle so there will be no cost increase for this coming plan year.

Life Insurance: Continue to provide 100% employer paid Life and AD&D insurance with Principal for employees working 30 hours or more per week. The benefit amount is \$50,000 until the employee turns 65 years old, at which time the benefit reduces by 35%. There is an additional 15% reduction at age 70. This year I also recommend adding three new lines of additional insurance options. All of these will be Principle products. If staff chose to enroll at a certain level, an additional 1% decrease on the cost of the dental insurance will be available to LPCPL. Participation is optional and 100% of the cost of the plan would be the responsibility of the employee.

The new offerings are: Short-Term Disability, Long-Term Disability and Supplemental Life Insurance Options---Employee and spouse and children.

Additional health and wellness benefits information: Continue to offer services with HealtheACCESS Clinic to all employees including primary care services and prescriptions. The Library pays 100% of the costs for the clinic. We are currently in the first of a two-year contract with the clinic. It comes up for renewal in January of 2026. Thus far the expense has been comparable to the previous agreement with Northwest Health.

Employee Assistance Program: Continue to offer the benefit to staff. This benefit offers six free therapy sessions each year to employees. LPCPL covers 100% of the cost. The annual cost is currently \$2,250 for this benefit.

The appropriated budget is adequate to cover the plans as recommended.

A motion was made by Karen Ellison and seconded by Amy Jackson to accept health, dental and life insurance plans for the 2024– 025 coverage year as presented. The vote was taken and the motion carried.

Resolution for Section 125 Cafeteria Plan

A motion was made by Nicole Florek and seconded by Bonnie Snider to approve the Section 125 Cafeteria Plan as presented.

Certificate of Resolution (2024)

For La Porte County Public Library

Section 125 Premium Only Plan Plan

Year Ending June 30, 2025

The undersigned Secretary or Principal of **La Porte County Public Library** (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on **July 1, 2024**, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective **July 1, 2024**, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

The vote was taken and the motion carried.

Recommendation for Branch Hours – Kingsford Heights

Director Owens reported in past years a summer hours schedule was put in place at the Kingsford Heights Branch. Usage of the library shown no significant increase over the last couple of years therefore the recommendation is to have a standard year-round schedule for Kingsford Heights Branch with the following hours.

Monday: 11am-6:00pm

Tuesday: 12:00-7:00pm

Wednesday: Closed

Thursday: 12:00-7:00pm

Friday: 11:00am-6:00pm

Saturday: 9:00am-1:00pm

Sunday: Closed

A motion was made by Amy Jackson and seconded by Karen Ellison to approve Kingsford Heights Branch hours as presented. The vote was taken and the motion carried.

Resolution to Transfer Funds to Rainy Day Fund

Director Owens explained that transfers from the Operating Fund to the Rainy Day Fund can

occur from funds remaining from the prior year and that are less than 10% of the budget.

A motion was made by Nicole Florek and seconded by Bonnie Snider to approve a transfer of \$695,000 from the Operating Fund to the Rainy Day Fund.

La Porte County Public Library
Resolution to Transfer Funds to the Rainy-Day Fund

WHEREAS, the Board of Trustees of the La Porte County Public Library finds that the purposes of the Operating Fund have been fulfilled; and,
WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, pursuant to IC 36-1-8-5.1(d) that the Board of Trustees of the La Porte County Public Library hereby transfers the following amounts from the Operating Fund to the Rainy-Day Fund for the purpose(s) of repair, remodeling, construction, emergency remediation or for making any other lawful library Operating Fund expenditures.

Budget 2023	\$695,000
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The Rainy-Day Fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at
The vote was taken and the motion carried.

Approval and Payment of Claims---APV Batch May 16, 2024

A motion was made by Karen Ellison and seconded by Amy Jackson to approve payment of claims APV batch dated May 16, 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 Bonnie Snider and seconded by Nicole Florek to adjourn the meeting at 6:07 PM. The vote was taken and the motion carried.