

**La Porte County Public Library
Board of Trustees Meeting
Minutes January 25, 2018**

The Board of Trustees of the La Porte County Public Library met on Thursday, January 25, 2018 at the Main Library.

Present: Dava Buell, President
 James Dermody, Vice-President
 Scott Siefker
 Karen Ellison

Absent: Gregg Fuhlenbrock
 Marie Gilliland
 Sylvia Smith, Secretary

Also in attendance: Fonda Owens, Director
 Mark Lienhoop, Legal Counsel

CALL TO ORDER

President Dava Buell called the meeting to order at 6:46 pm.

PUBLIC FORUM

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

Scott Siefker moved and Jim Dermody seconded to amend the agenda to add under New Business Items D – Move March Meeting Date, and E – Discussion from Planning Session. The vote was taken and the motion carried.

CONSENT AGENDA

Jim Dermody moved and Karen Ellison seconded to approve the consent agenda as follows:
Minutes of the December 21, 2017 Board of Trustees Meeting
Department Reports
Financial Report
Approval and Payment of Claims per APV batch for January 25, 2018
The vote was taken and the motion was carried.

REPORTS

Director's Report

Director Fonda Owens reported that the Commissioning agent has done a good job of identifying work that needed to be done to resolve some of the problems with the HVAC systems. As a result, the greatest majority of problems have been corrected and the warranty has been extended through September of this year. EJ White has agreed to pay the bill for the commissioning agent's work.

Ms. Owens reported that a final warranty walk-through at Rolling Prairie, Union Mills, Kingsford Heights, and Main Branches was completed. Some small items that needed correcting or touching up were identified and scheduled for repair.

Director Owens reported that the Library was recently awarded the YALSA grant in the amount of \$1,500 that will be used to focus on developing community projects for young adults.

Legal Counsel

Attorney Mark Lienhoop had no additional items to add to the monthly report from Mark Phillips.

UNFINISHED BUSINESS

There were no unfinished business items.

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NEW BUSINESS

Nominating Committee for the Election of Officers

Scott Siefker moved and Karen Ellison seconded to appoint Marie Gilliland to the nominating committee for the Election of Officers in 2018. The vote was taken and the motion carried.

Recommendation to End Hot Picks Program

Scott Siefker moved and Jim Dermody seconded to approve the recommendation to discontinue the Hotpicks Program. The vote was taken and motion carried.

Resolution for the Electronic Payment of Bills

Jim Dermody moved and Scott Siefker seconded to approve the following resolution for the Electronic payment of bills:

**LA PORTE COUNTY PUBLIC LIBRARY
RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER**

WHEREAS, the Board of Trustees of the La Porte County Public Library has determined that it is beneficial to its financial operations to transact the financial affairs of the Library through electronic funds transfers, including the direct deposit of wages and compensation owed to Library employees

NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of I.C. 36-12-3-16.5, which states:

- (a) As used in this section, "electronic funds transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, that is initiated through an electronic terminal, telephone, or computer or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account.
- (b) A library board may adopt a resolution to authorize an electronic funds transfer method of payment of claims. If a library board adopts a resolution under this subsection, the public library may pay money from its funds by electronic funds transfer.
- (c) A public library that pays a claim by electronic funds transfer shall comply with all other requirements for the payment of claims by the public library.

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-12-3-16.5, the Library will institute electronic fund transfers for the payment of claims, including the payment of wages to Library employees via direct deposit through the services provided by the Library's and each employee's financial institution, and

BE IT FURTHER RESOLVED, that the Treasurer is hereby authorized to take any and all actions necessary to implement electronic fund transfers, including direct deposit, for the Library, and that the Library Director and Treasurer are hereby instructed and are required to comply with all other requirements for the payment of claims by the library and must maintain adequate documentation of the transactions conducted under I.C. 36-12-3-16.5 so that said transactions may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 25th day of January 2018, at which meeting a quorum was present.

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 25st day of January, 2018, by the following yea and nay vote.

The vote was taken and the motion carried.

Request to Change March Board Meeting Date

Jim Dermody moved and Karen Ellison seconded to change the date of the March Board of Trustees meeting to Thursday, March 15, 2018. The vote was taken and the motion carried.

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Discussion from Planning Session Meeting

Director Fonda Owens referred to the Library's Fund Report with investments indicating a balance of almost 12 million in cash and investments. She explained that the library has money available to use for new initiatives over the next few years. She also confirmed that the library has undesignated gift/estate funds in the Unity Foundation fund which do not need to be appropriated to spend.

Therefore, Ms. Owens made the recommendation to use the monies in the Unity Foundation to purchase an education bus as well as replace the mobile library. She also recommended to hire a consultant to write the specs for both vehicles, and then have the board decide whether to accept or reject bids. Following discussion, the consensus of the Board was to have Ms. Owens prepare a cost of the consultant and other expenditures and have this information ready for the February board meeting.

QUESTIONS OR COMMENTS FROM THE PUBLIC

President Dava Buell called for questions or comments from the public. There were none.

COMMENTS FROM THE BOARD

President Dava Buell called for comments from the Board. There were none

ADJOURNMENT

Scott Siefker moved and Jim Dermody seconded to adjourn the meeting at 7:38 pm. The vote was taken and the motion carried.