

**La Porte County Public Library
Board of Trustees Meeting
Minutes February 22, 2018**

The Board of Trustees of the La Porte County Public Library met on Thursday, February 22, 2018 at the Main Library.

Present: Dava Buell, President
Sylvia Smith, Secretary
Scott Siefker
Karen Ellison
Gregg Fuhlenbrock
Marie Gilliland

Absent: James Dermody, Vice-President

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

CALL TO ORDER

President Dava Buell called the meeting to order at 6:32 pm.

PUBLIC FORUM

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

CONSENT AGENDA

Marie Gilliland moved and Karen Ellison seconded to approve the consent agenda as follows excluding the approval of the retainage payment to EJ White:

Minutes of the January 25, 2018 Planning Session meeting

Minutes of the January 25, 2018 Board of Trustees meeting

Minutes of the January 25, 2018 Board of Finance meeting

Managers Reports

Financial Report

Approval and Payment of Claims per APV batch for February 22, 2018

The vote was taken and the motion was carried.

Director Owens recommended the release of the retainage to EJ White as work has been completed and they have extended the warranty period to September of 2018. Additionally they reduced the retainage amount requested by the amount of the commissioning agent fee. Sylvia Smith moved and Karen Ellison seconded to approve the recommendation of Director Owens to release the balance of retainage amount owed to EJ White minus the commissioning agent fee. The vote was taken and the motion carried.

REPORTS

Director's Report

Director Fonda Owens reported that she and other Administrative Services staff have completed the annual reports to the State Library and for Gateway.

Ms. Owens directed the board to the updated roster of board appointments. She and Attorney Mark Phillips looked at the state code and contacted the State Library attorney to provide clarification on board terms. This roster is now up to date for all board member appointments and terms.

Ms. Owens reported that the library received the budget approval form 1782 from the Department of Local Government Finance approving the 2018 budget as requested.

Ms. Owens directed the board's attention to page 3 of her report which provides a spreadsheet covering the previous 5 year financial period for the Library. She explained that the Library currently has a very healthy cash balance and the board needs to consider ways to spend down the cash balances to be in line with the recommendation of the library's financial consultant, who has recommended cash reserves adequate to cover one year's expenses. Director Owens reminded the Board that there is a list of projects that were not done as a part of the building project. These include a new roof on the Main Library,

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concrete and paving work at the locations that were remodeled. Scott Siefker suggested consideration of using funds to pay down the balance of the bond issue. Ms. Owens stated she does not know if that is possible to use the funds that way. She stated that she will need to investigate to find out if it is possible. The other projects need to be a part of the long range planning that is taking place this year.

Sylvia Smith asked if all construction was complete. Director Owens reported that the final walkthroughs have been done with the exception of Coolspring. The only outstanding issue at Main seems to be the bioswale. It works as designed. It keeps water from flowing into the building; however, there is an issue with customers using the decorative steps as actual steps. Concern about this was expressed by the Board. Mr. Phillips recommended to the Board that this issue be a continuing agenda item. Ms. Owens will contact the architect for a solution to ensure that there is not a negative effect on the bioswale with any alterations that are done to correct this issue.

Scott Siefker asked for clarification on a request for records that has been received by the library in regard to the transfer of property for the Coolspring location. Director Owens reported that it is an official request and she will be sending the requested documents next week.

Legal Counsel

Mr. Phillips recommended that the Board accept the proposal from PBI to pay a reduced amount of the outstanding balance owed. Sylvia Smith moved to accept the proposal and Marie Gilliland seconded the motion. The vote was taken and the motion carried 4 to 2 as follows:

Aye – Sylvia Smith, Dava Buell, Marie Gilliland, and Karen Ellison. Nay – Scott Siefker and Gregg Fuhlenbrock.

UNFINISHED BUSINESS

Recommendation Regarding Mobile Classroom

Scott Siefker moved and Gregg Fuhlenbrock seconded to approve the recommendation to authorize expenditure of consultant fees for the procurement of the mobile classroom and mobile library out of the estate funds in the Unity Foundation. The vote was taken and the motion carried.

Recommendation Regarding Renovation of 807 Indiana Avenue

Following a brief discussion, the consensus of the Board was to have Ms. Owens move forward with the information gathering process for the renovation of the 807 Indiana Avenue building, and the additional appropriation request process.

NEW BUSINESS

There was no new business.

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 confirmed that election of officers will take place at the March Board of Trustees meeting. She also reminded members that the March meeting has been rescheduled to March 15th.

ADJOURNMENT

Gregg Fuhlenbrock moved and Marie Gilliland seconded to adjourn the meeting at 7:55 pm. The vote was taken and the motion carried.