

**La Porte County Public Library
Board of Trustees Meeting
Minutes April 26, 2018**

The Board of Trustees of the La Porte County Public Library met on Thursday, April 26, 2018 at the Main Library.

Present: Scott Siefker, President
 Karen Ellison, Secretary
 Marie Gilliland
 James Dermody

Absent: Dava Buell, Vice-President
 Gregg Fuhlenbrock
 Sylvia Smith

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

CALL TO ORDER

President Scott Siefker called the meeting to order at 6:31 pm.

PUBLICFORUM

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

CONSENTAGENDA

Karen Ellison moved and James Dermody seconded to approve the consent agenda as follows:

Minutes of the March 15, 2018 Board of Trustees meeting
Department Reports
Financial Report
Approval and Payment of Claims per APV batch for April 26, 2018.
The vote was taken and the motion was carried.

REPORTS

Director's Report

Ms. Owens reported that she and Public Services Managers Susan Bannwart and Toni Kester attend the PLA conference. Each attended different sessions to gain beneficial information that would be useful in obtaining possible grant opportunities in the area of social and community needs.

Ms. Owens reported that the steps have been removed from the bio-swale at Main library and the area was cleaned up with rocks and plants being added. Staff have been instructed to be proactive in communicating to customers about staying out of this area as well as other areas of the landscape where plants are located.

Ms. Owens reported that the library received a \$1000 donation from the Unity Foundation for the healthy snacks programs at Main, Rolling Prairie, Fish Lake and Kingsford Heights branches. Staff members have gone through training to gain knowledge on USDA smart snack guidelines. At the conclusion of this program, Youth Services Librarian Monicah Fratena will make a presentation to the board on the results of this program and a community conversations program that she has initiated with the teens.

Director Owens also reported that the library received a \$3000 donation from Centier Bank and American Licorice for this summer's STEAM camps.

Ms. Owens reported that she has volunteered to facilitate the Community Outreach Committee for the Skill Up! Workforce Innovation group.

Ms. Owens reported that notice was received from the DLGF regarding the uploading of contracts to Gateway. The notice requires any contract dated after June 30, 2016 over \$50,000 must be uploaded for the lifetime of the contract. Accounting Professional Ann Shaffer is in the process of pulling necessary library contracts to upload to Gateway.

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Legal Counsel

Mr. Phillips reported that the library received a copyright infringement claim regarding the use of

“Spark Labs” for the library’s Maker space. Mr. Phillips will review the claim and report back to the board.

UNFINISHED BUSINESS

Update on new mobile vehicles

The board was presented with updated designs from the consultant for both the mobile library and the science bus. More details will be coming in the next couple of weeks including more information about alternative power sources. President Siefker suggested a work session to discuss all initiatives in the next planning meeting.

NEW BUSINESS

Additional Appropriation Process

The board was presented with an outline for the additional appropriation process prepared by Umbaugh & Associates that include using Operating Fund as the payment source. Ms. Owens expressed the importance of completing this process prior to the budget process. President Siefker requested to postpone the formal resolution process until the May meeting to allow further consideration by all board members.

Reclassification of Finance Manager’s Position

James Dermody moved and Marie Gilliland seconded to approve the recommendation to reclassify the Finance Manager’s position to a professional position. The vote was taken and the motion carried.

Election of Treasurer and Assistant Treasurer

James Dermody moved and Karen Ellison seconded to elect Cindy Lane, Administrative Services Manager, as the Treasurer of the La Porte County Public Library. The vote was taken and the motion carried.

James Dermody moved and Marie Gilliland seconded to elect Karen Ellison, as the Assistant Treasurer of the La Porte County Public Library. The vote was taken and the motion.

Possible Property Purchase

Mark Phillips reported that the owner of the property located at 805 Harrison Street is ready to sell with an asking price of \$50,000. After some discussion, the board requested Director Owens to present any plans for this property by the next board meeting.

Old Union Mills Location

James Dermody moved and Marie Gilliland seconded to have realtor, Don Janes contact adjacent property owner about purchasing the old Union Mills branch property and provide the board with a report at the May meeting. The vote was taken and the motion carried.

Request for Temporary Summer Staff

Karen Ellison moved and James Dermody seconded to hire one or two high school students over the summer to help with summer programs. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

President Scott Siefker called for questions or comments from the public. There was none.

COMMENTS FROM THE BOARD

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President Scott Siefker called for comments from board members. James Dermody asked for the date of the next board meeting which Ms. Owens confirmed is May 24, 2018.

ADIOURNMENT

Marie Gilliland moved and James Dermody seconded to adjourn the meeting at 7:38 pm. The vote was taken and the motion carried.