

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES JUNE 28, 2018

The Board of Trustees of the La Porte County Public Library met on Thursday, June 28<sup>th</sup>, 2018 at the Main Library.

**PRESENT**

Scott Siefker, President  
Dava Buell, Vice-President  
Sylvia Smith  
Marie Gilliland

**ABSENT**

Karen Ellison, Secretary  
James Dermody  
Gregg Fuhlenbrock

**ALSO IN ATTENDANCE**

Fonda Owens, Director  
Cynthia Lane, Treasurer  
Mark Phillips, Legal Counsel

**CALL TO ORDER**

President Scott Siefker called the meeting to order at 6:47 pm.

**PUBLIC FORUM**

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

**CONSENT AGENDA**

Sylvia Smith moved and Dava Buell seconded to approve the consent agenda as follows:

Minutes of the May 24, 2018 Board Planning Session  
Minutes of the May 24, 2018 Board of Trustees Meeting  
Department Reports  
Financial Reports  
Approval and Payment of Claims per APV batch for June 28, 2018.

The vote was taken and the motion was carried.

**REPORTS**

**Director's Report**

Ms. Owens reported that the tax draws were received electronically. This includes the funds for bond payments and operating fund.

Maria Frye has been hired as the new Administrative Services Professional. Stacy Moore has been hired as the new Purchasing Agent. The Administrative Department is now fully staffed.

Several grant applications are due by the end of June. The Library has applied for the Healthcare Foundation of La Porte grant. The grant request of approximately \$24,000 is to fund a part-time social worker for the Library.

Ms. Owens, with assistance from Susan Bannwart, described the grant to the Unity Foundation. The grant request is to purchase a device that supports and encourages language development in young children. It is kind of a “fitbit” for words. The request is for \$3,000.

Funding in the amount of \$50,000, is also being requested from Arconic to fund technology on the mobile classroom and we are now awaiting Arconic’s feedback.

Ms. Owens reported that she and Susan Bannwart met with the school corporation staff regarding the Libraries 360 contract that is renewed annually. The language is being adjusted to better describe the services provided.

Ms. Owens attended the annual budget training workshop on 06/27/18. State Board of Accounts is now requiring monthly uploads of financial records. This must be completed by the 15<sup>th</sup> of each month. SBOA would like this to be retroactive to January of 2018. The process is to maximize efficiency in fraud prevention and early transparency in governmental units.

#### **LEGAL COUNSEL**

Per Mr. Phillips, the lawsuit filed against the library by the county in regard to the intersection at 400 N and Johnson Road has been closed.

#### **UNFINISHED BUSINESS**

President Siefker has concerns with the inconsistencies written in the specifications regarding adequate insulation and listed width of walls, as well as the fuel tank. Ms. Owens will contact the consultant for adjustments to these specifications. Once these revisions are done, Ms. Owens requested permission to send out the bids on the vehicles.

Sylvia Smith moved, and Marie Gilliland seconded, to proceed to send out the bids for the Mobile Library. The vote was taken and the motion carried.

Dava Buell moved, and Marie Gilliland seconded, to proceed to send out the bids for the Mobile Classroom. The vote was taken and the motion carried.

In regard to the recommendation to use Unity Foundation funds for vehicle purchase, Ms. Owens asked the Board to confirm the intention of the Board to use Unity Foundation Funds. President Siefker asked if it is feasible to give direction to Unity Foundation once the bids for the Mobile Library and the Mobile Classroom are approved by the board. Director Owens confirmed that it is possible as actual expenditures will take a few months to occur. It is the consensus of the Board to allow the strategy of informing Unity Foundation of the intent for funds upon approval for the Mobile Library and Mobile Classroom by the Board.

The additional appropriation request is still in process. Ms. Owens will be contacting Umbaugh for further clarification of how to proceed. She had a question about the process of the County's requirements for adopting an ordinance which can only be done with two readings of the ordinance. Mr. Phillips will contact the Council's legal counsel for more information as well. The public hearing is set for July 23<sup>rd</sup> at 6:15 in the County Complex. The notice has been delivered to the auditors' office, and this information will be published in the July 9<sup>th</sup> newspaper.

**NEW BUSINESS**

**Recommendation to Close for Staff Training**

Director Owens requested to close the library on October 8<sup>th</sup>, Columbus Day, for a mandatory staff in service day. She explained that as a part of ongoing staff development at La Porte County Public Library, many training resources are available through the new Library Academy portal. Library staff can do these trainings as needed for their job responsibilities or as refreshers. However, some trainings that are needed from time to time are best conducted in large groups. These group meetings also provide the opportunity for all staff to interact and for communication to be delivered in a more consistent manner.

Sylvia Smith moved to approve the request to close the Library on October 8, 2018 for a staff in-service day of training. Dava Buell seconded the motion. The vote was taken and motion carried.

**Resolution to Transfer to LIRF**

Dava Buell moved and Sylvia Smith seconded to adopt a resolution to transfer funds to LIRF as follows:

**RESOLUTION TO TRANSFER TO  
LIBRARY IMPROVEMENT RESERVE FUND**

Whereas, it has been determined that the amount budgeted for transfer from the Operating Fund for 2018 to the Library Improvement Reserve Fund in the amount of \$50,000 is available for transfer.

Now, therefore, be it resolved by the Board of Trustees of La Porte County Public Library, La Porte County, La Porte, Indiana, that the amount of \$50,000 be transferred to the Library Improvement Reserve Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same to further the projects of La Porte County Public Library.

Transfer From	Operating Fund	\$50,000
Transfer To	Library Improvement Reserve Fund	\$50,000

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 28th day of June 2018, by the following aye and nay vote

The vote was taken and the motion carried.

**Resolution to Transfer to Rainy Day**

Sylvia Smith moved and Marie Gilliland seconded to adopt a resolution to transfer to the Rainy Day Fund as follows:

**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 2018	\$200,000
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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 its regular meeting held on the 28th day of June 28, 2018 at which meeting a quorum was present.

The vote was taken and the motion carried.

**Recommendation to Become an Affiliate of the Smithsonian**

Ms. Owens reported on the outstanding issue of the trademark complaint by the Spark!Labs division of the Smithsonian to the library. Ms. Owens asked the Board to consider allowing her to further investigate the possibility of becoming an affiliate of the Lemelson Center's Spark!Labs (the division of the Smithsonian that operates Spark!Labs). It is the consensus of the Board that Ms. Owens continue to explore this opportunity and report on any additional details.

**Resolution to Reissue Outstanding Wells Fargo Checks**

Treasurer Lane reminded the Board that at the October 26, 2017 Board of Trustees meeting, the Board approved a recommendation to change the Library's main checking account from Wells Fargo Bank to Centier Bank, as of January 1,

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2018. The Wells Fargo Account has remained open to allow time for outstanding checks to clear. However, due to the ongoing cost of keeping this account open, it is her recommendation at this time to close the Wells Fargo account and reissue the checks below on the Centier Bank account. The monthly charges to keep the Wellsfargo account open will exceed the total value of the checks listed.

Dava Buell motioned and Sylvia Smith seconded the closing of the Wells Fargo account and reissuing outstanding checks against the Centier account. The vote was taken and the motion carried.

**QUESTIONS OR COMMENTS FROM THE PUBLIC**

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

**COMMENTS FROM THE BOARD**

President Siefker called for questions/comments from the board. There were none.

**ADJOURNMENT**

President Siefker adjourned the meeting at 7:45 pm.