

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES August 23, 2018

The Board of Trustees of the La Porte County Public Library met on Thursday, August 23rd, 2018 at the Main Library.

PRESENT

Scott Siefker - President
Dava Buell - Vice President
Karen Ellison - Board Secretary (Left Early)
Marie Gilliland
Sylvia Smith
James Dermody
Gregg Fuhlenbrock

ABSENT

None

ALSO IN ATTENDANCE

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

CALL TO ORDER

President Siefker called the meeting to order at 6:30.

PUBLIC FORUM

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

Indiana-Illinois-Iowa Foundation for Fair Construction Presentation

Construction analyst, Mr. Jeff Phillips presented information that his company has constructed a protection plan with clear criteria for bids on public works projects. This is intended to ensure that the best contractors are hired with safety, timeliness and the budget in mind. The public body checklist (in the packet distributed during this meeting) allows for questions to contractors who are bidding on the projects. The businesses bidding must be registered with the state of Indiana. Federal, State and Local laws are researched to cross check vendor bidding.

There is no cost associated with the services for the responsible bidder ordinance (RBO), as the company is a not-for-profit organization supported by their members. According to Mr. Phillips, the RBO can be adjusted to fit needs. When asked, he stated that their company does not favor union or non-union contractors. Contractors are eligible to be hired if they fit the responsible bidder criteria. Sylvia Smith inquired whether we are allowed to remove a subcontractor. The answer is yes, we are not required to keep them. We can go to the prime contractor to have them removed. Karen Ellison inquired whether there are consequences for the contractors if they do not follow the agreed upon contract. Per Jeff Phillips, the project is monitored by the company. If necessary they will contact the proper reporting agency, take pictures, etc. to make sure that an investigation of the contractors practices are reported. The company took the liberty of drafting a resolution for the Board's consideration. The draft as presented is attached at the end of the minutes.

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Presentation of Library Collections--Trends and Impacts

Toni Kester, Public Service Manager and Michael Sheehan, Technical Services Manager, gave a presentation on trends with library collections and how it will be an ongoing part of strategic planning. The presentation addressed how people are learning and what they are reading and watching. Traditional library material is on a downward trend. This has been happening since 2012. Shifts in the industry are forcing a transition to E-Audio. This is fueled by new technology in education and less printed materials/text. E-Books and E-Audio are growing each year, outpacing books on CD for the first time. There is a need for immediate responses and customization.

Hot spots are becoming available at some libraries for circulation. This helps in cases where children need to do homework but do not have the access at home, or if the library is closed. Schools are looking into this option but are not set up to lend.

As streaming becomes popular, many companies are going directly to digital. This is causing a gap in what we are able to purchase. We do continue to grow digitally, and a more seamless experience will continue to be in our strategic plan.

Fonda Owens explained that the library is faced with the challenge of how to determine the success of the library. The State Library is still very old fashioned and relies heavily on statistics of physical items. They don't separate out the individual processes, so there is no way to account for those in statistical reports. This needs to change but it will take a long time to do so.

Scott Siefker commented that whether the traditional points toward growth or not, we continue to service the public. Karen Ellison commented that it is exciting to see the collaboration with schools and education and she is pleased with the success of those efforts.

Fonda Owens commented that the community is appreciative and responded to these efforts as well. May just not be reflected in the statistics.

CONSENT AGENDA

Sylvia Smith moved and Karen Ellison seconded to approve the consent agenda as follows:

Minutes of the July 26th, 2018 Board Meeting

Manager Reports

Financial Reports

Approval and payment of claims per APV batch dated, August 23, 2018

The vote was taken and the motion carried.

REPORTS

Directors Report

Director Fonda Owens reported that she is continuing to research the responsible bidder information.

Ms. Owens reported that she is working on the 2019 budget and noted that the budget process has become straight forward. The DLGF (Department of Local Government Finance) provides you with a budget number you cannot exceed.

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The Request for Proposal documents were created and sent out for the purchase of the mobile library and mobile classroom and the bids will be opened later in this meeting.

A surprise audit from the State Board of Accounts was completed in July, which was earlier than expected. The audits will now be every two years instead of four because the library has outstanding debt, and this moves us up the list to be audited. The auditor would not advise on internal controls, however, conversations took place regarding items that have been heavily viewed. Ms. Owens will be working on policies and procedures directly related to this information.

Director Owens submitted a recommendation for the continuation of internship opportunities given to high school students. The library has its first high school intern. This is a part of the early childhood literacy initiative. Toni Kester is working on the details. Ms. Owens is working with Matt Presley about other intern partnerships. President Siefker suggested the recommendation be tabled until next month's meeting.

Legal Counsel

Attorney Mark Phillips expressed concerns with the responsible bidder ordinance. He explained that the issue with these types of ordinances/resolutions is that they restrict the ability of certain qualified bidders to even submit a bid. Under the responsible bidder resolution, Tuholski (who worked on the library's remodel) would have been disqualified. Mr. Phillips proposed that the library define a responsive bidder and a responsible bidder. Indiana Code lists three specific criteria for a responsive bidder, then three more for a responsible bidder. This is not found in the responsible bidder ordinance.

Their example contains criteria that would exclude contractors like Tuholski, such as certified apprenticeship programs. These are more a part of large unit contractors. Mr. Phillips explained that the Indiana code requires that when the board establishes specific bidder criteria, they should be developed in such a manner as to encourage, not eliminate, competition. Mr. Phillips commented that there are some great parts contained in the responsible bidder proposal that some libraries should consider or adopt. He advised that the Board should direct Fonda to develop some processes. Mr. Phillips would like to see a more comprehensive statement for the Board that outlines responsive/responsible bidders. Resolution proposed by III goes far beyond what the statutes say.

Director Owens then commented that there is an agenda item under Old Business for evaluating bidding procedures. It is an ongoing process for governmental units to evaluate internal controls procedures and right now the Library does not have anything in writing as to what is expected. We need to have a policy in place that states to potential bidders what they need to include and basic procedures to follow. This is a great time to look at this process and the Fair Construction people offer some valuable items.

UNFINISHED BUSINESS

Internal Controls – Evaluating Bidding Procedures

Board President Scott Siefker explained that the board should consider a motion to direct Ms. Owens to develop a responsible bidder resolution that addresses bidding procedures and responsive and responsible bidder criteria. Gregg Fuhlenbrock so moved and Marie Gilliland seconded. The vote was taken and the motion carried.

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Mr. Dermody inquired about the county council meeting in which we were seeking approval for the additional appropriation. The council asked the library to strongly consider the responsible bidder proposal. The request was mentioned before, during, and after the council meeting. President Siefker advised that the prior model ordinance is outdated, and the most recent model has not had enough time for review and therefore cannot be adopted in its current form. The model presented during this Board meeting is also new and different, and has not had proper review.

Opening and Receiving of Request for Quotes – Mobile Library/Mobile Classroom

Bids were opened and recorded as follows:

Opening Bids for Mobile Classroom and Mobile Library

<u>VENDOR</u>	<u>LOCATION</u>	<u>MOBILE CLASSROOM BID</u>	<u>MOBILE CLASSROOM BID</u>
Quality Vans and Specialty Vehicles	Arizona	No Bid Given	\$284,843 (with all options) \$271,843 (base price)
Farber Specialty Vehicles	Ohio	\$293,900	\$293,900 (with all options or just base options is unclear)
Summit Bodyworks	Colorado	\$162,350	\$267,702

The documents will be reviewed to be sure all paperwork was received and then forwarded to the consultant for further review and a recommendation to present at the September Board meeting.

NEW BUSINESS

Budget

Copies of the budget have been distributed to the Board. The max levy is \$4,354,396.00. The property tax cap is \$718,332.00. The library will post a public notice of the budget hearing as required before the next Board meeting. President Siefker asked for a motion to approve the budget estimate as presented. Dava Buell made the motion, Jim Dermody seconded. Motion carried.

Computer Use Policy Revision

Director Owens explained some of the changes to the Library’s Computer Use policy as it needs to be updated to align with the State Library guidelines and the Library’s Code of Conduct policy.

Board member Dava Buell commented that language should be included to explain that proof of age should be included with the picture ID. The consensus of the board was to table any action until next month so that language can be added about proof of age.

Request to Open a Credit Account with Amazon

Ms. Owens explained that the Library can open a line of credit with Amazon which would fall in line with preferred procedures for use of purchase orders rather than paying by credit card. Sylvia Smith moved and Dava Buell seconded to approve the recommendation to open a credit account with Amazon for the purpose of ordering and paying for supplies and equipment. The vote was taken and the motion carried.

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Recommendation for Continuation of Internship Opportunities for High School Students

Ms. Owens explained that Matt Presley of La Porte High School was still working on the details and paperwork for such programs, so she recommended tabling any action until the September meeting.

QUESTIONS OR COMMENTS FROM THE PUBLIC

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

COMMENTS FROM THE BOARD

President Siefker called for comments from the board. Sylva Smith thanked staff for their presentation on library collections and trends.

ADJOURNMENT

President Siefker adjourned the meeting 8:04pm.