

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES September 27, 2018

The Board of Trustees of the La Porte County Public Library met on Thursday, September 27<sup>th</sup>, 2018 at the Main Library.

**PRESENT**

Scott Siefker, President  
Dava Buell – Vice-President  
Karen Ellison-Secretary  
Marie Gilliland  
James Dermody  
Gregg Fuhlenbrock

**ABSENT**

Sylvia Smith

**ALSO IN ATTENDANCE**

Fonda Owens, Director  
Mark Philips, Legal Counsel  
Cindy Lane-Treasurer

**CALL TO ORDER**

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

**PUBLIC FORUM**

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

President Siefker called for a motion to amend the agenda as follows – move agenda item F-I – Sale of Property for Purpose of Road Construction – Coolspring Location to D-ii Reports – Legal Counsel. Jim Dermody moved to amend the agenda as presented. Dava Buell seconded the motion carried.

**CONSENT AGENDA**

Karen Ellison moved and Marie Gilliland seconded to approve the consent agenda as follows:

Minutes of the August 23<sup>rd</sup>, 2018 Board of Trustees Meeting  
Minutes of the September 20<sup>th</sup>, 2018 Board of Trustees Meeting  
Manager Reports  
Financial Reports

Approval and Payment of Claims--- per APV Batch dated September 27<sup>th</sup>, 2018.

The vote was taken and the motion was carried.

**REPORTS**

**Legal Counsel**

Attorney Mark Philips contacted surveyor John Saylor to review the legal description of the property in question for roadwork on CR 400 North. According to Mr. Saylor's findings, there is an issue with the variances and distances in the legal description, and the legal description provided does not match the property owned by the library. Therefore, Mr. Philips recommends that under New Business, the Board make a motion that any decisions be held until the Library surveyor and county surveyor meet to come to an understanding and agreement of the proper legal description for the property to be sold.

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Bill Jones with Right of Way Jones will report this information to the proper individuals for their attention.

**Director's Report**

Ms. Owens reported that the County Council again tabled the second reading of the Library's Request for an Additional Appropriation at their October 22<sup>nd</sup> meeting. The Council made it clear that unless the Board adopts the Responsible Bidder Resolution that the County Council has deemed appropriate, they will not take any action on the request.

Director Owens spoke with a representative from the DLGF regarding the Council's actions, and was advised that they do not want to get involved with political situations. They want to know that the Library has followed the steps required for the process, and they will reject our request if we do not file the appropriate documentation.

Ms. Owens also spoke with Jane Herndon with Ice Miller about funding options for equipment and energy savings projects. Ms. Herndon will report back what she finds.

Ms. Owens reviewed with the Board the reasoning behind the process---only public libraries are subject to this type of approval. It is the final check to make sure that the appointed library board is being responsible with taxpayer dollars. A change in this process would also change how the Library Board is appointed, as well as changing how the Library Budget is decided. This type of change will take years and is opposed by the majority of libraries in the state.

Director Owens will be attending the Indiana Library Legislation Day. This is an annual meeting of the Indiana Library Federation. ILF monitors changes in legislation for potential impact on libraries. One of the issues being reviewed at the Indiana Library Legislation Day is the Local Income Tax allocation. For some, it is as much as 89%. This tax accounts for 9.6% of our funding.

Because the County Council can table/un-table at their discretion, and it is too late in the year to be able to finalize floor plans and secure bids for the 807 Indiana project, Ms. Owens recommended that the Board withdrawing the request for additional appropriation. It was decided to consider this motion under New Business.

Ms. Owens reported that the Library has been awarded three grants:

- Arconic has awarded the Library \$50,000 for equipment for the Mobile Classroom.
- The Unity Foundation awarded \$1,500 of the \$3,000 applied for early literacy kits.
- The Healthcare Foundation awarded \$24,000+ to hire a social worker for the Library.

The Library's Strategic Plan needs to be updated and Ms. Owens asked the Board if they wanted to hold a planning meeting or have her work on a draft. The consensus of the Board was to have Ms. Owens work on a draft to be submitted at the October meeting.

**UNFINISHED BUSINESS**

**Computer Use Policy**

Dava Buell motioned to accept the revised Computer Use Policy. Karen Ellison seconded the motion. The vote was taken and the motion carried.

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Recommendation to Award Mobile Classroom/Mobile Library

The bid documents were reviewed by our consultant, Susan Bannwart, Branch and Outreach Manager, and Director Owens. Ms. Bannwart also conducted reference checks on the vendors. The consensus is to recommend to the Board to enter into contract with Summit Body Works to provide a mobile classroom and a mobile library. They were the low bidder on the mobile classroom and the only bidder for the mobile library. Jim Dermody motioned to enter into a contract with Summit Body Works for both a Mobile Classroom and Mobile Library. Karen Ellison seconded the motion. The vote was taken and the motion carried.

Budget Meeting

Ms. Owens reminded the board that the adoption of the 2019 Budget will be held at the October 25<sup>th</sup> meeting. A quorum must be present for this meeting. The budget has to be fully submitted to Gateway by November 3<sup>rd</sup>.

Sale of Property under Road Construction

Marie Gilliland motioned to direct Board attorney, Mark Phillips and Director Fonda Owens to work with the County Surveyor, John Saylor, and Bill Jones Representatives on resolving discrepancies with the legal description of the property in question and seek reimbursements related to the legal and surveyor fees. Karen Ellison seconded the motion. The vote was taken and the motion carried.

Withdrawal on the Request for the Additional Appropriation

Dava Buell motioned to formally withdraw the request to the County Council for an additional appropriation. Jim Dermody seconded the motion. The vote was taken, and the motion carried. The Board instructed Ms. Owens to construct a formal letter to the County Council.

Update and Recommendation Regarding Improvement Projects

Director Owens recommended contracting with MKM Architects to provide design work on projects that could be funded with current budget year monies including the roof at the Main Library, concrete slab on the Predd Property, and work at the telephone building that can be divided into smaller projects. MKM is familiar with the Library's spaces and the current needs. The consensus of the Board is to authorize Ms. Owens to engage with services with MKM.

**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. Dava Buell thanked Mark Phillips for catching the error on the legal description of the Coolspring property.

**ADJOURNMENT**

President Siefker called for a motion to adjourn. Dava Buell moved Karen Ellison seconded to adjourn. The motion carried. The meeting adjourned at 7:37 pm.