

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OCTOBER 25TH, 2018

The Board of Trustees of the La Porte County Public Library met on Thursday, October 25th, 2018 at the Main Library.

PRESENT

Scott Siefker- President
Dava Buell---Vice President
Karen Ellison- Secretary
Sylvia Smith
James Dermody
Marie Gilliland

ABSENT

Gregg Fuhlenbrock

ALSO IN ATTENDANCE

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

CALL TO ORDER

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

PUBLIC FORUM

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

CONSENT AGENDA

Dava Buell moved and Marie Gilliland seconded to approve the consent agenda as follows:

- a. Minutes of the September 27, 2018 Board of Trustees Meeting
- b. Minutes of the September 27, 2018 Public Hearing on the Budget
- c. Department Reports
- d. Financial Report
- e. Approval and Payment of Claims--- APV Batch October 25, 2018

The vote was taken and the motion carried.

REPORTS

Director's Report

Director Owens has been working on the draft of the strategic plan as well as the contracts for the Mobile Classroom and Mobile Library. The equipment schedule will be added to the strategic plan and ready for review at the November Board meeting.

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Ms. Owens also participated in a meeting regarding the Library Annual Statistical Report. The discussion revolved around the possibility of updating the report questions to better reflect the status of modern library services. There is interest in this subject by many library directors and in getting the State Library to move this issue to the national level.

Director Owens also attended the Indiana Library Legislative Day. Fiscal matters and concerns were vocalized. The Library was recognized for how we collaborate with school corporations.

Director Owens attended a state legislative meeting at PNW on fiscal policy. There was some suggestion that the tax code be changed in order to help counties vastly impacted by the circuit breakers. Some units may create new taxes, however, libraries are exempt from this.

Year-end spending is being monitored, and the Library is trying to spend the remaining funds left from the year.

A formal letter to the Council advising of the Boards decision to withdraw the request for additional appropriation was sent.

Legal Counsel

Mr. Mark Phillips addressed the transfer of ownership for the property at the Coolspring location. He recommends that the Board authorize Director Owens to proceed forward with signing paperwork to finalize the transfer. He also recommends not to ask for reimbursement of the surveyor expenses as this is considered due diligence. The Board agreed with his recommendation.

Mr. Phillips has concern regarding the warranty language on the Mobile Library and Mobile Classroom, specifically regarding their exclusion of parts manufactured by other companies. After Board discussion it was agreed upon to request the statement "In good faith" be inserted into the contract language. The project will move forward as planned.

OLD BUSINESS

Sale of the Coolspring property for road construction

A motion was made by Sylvia Smith to execute the necessary documents subject to Attorney Phillips approval to follow through on the road construction. Dava Buell seconded the motion.

The vote was taken and the motion carried.

Architect Services

MKM submitted proposal for \$36,000 for design and bid of projects at Main Library and Branch locations that are able to be accomplished with this years' funding. Director Owens recommended accepting the proposal as presented.

A motion was made by James Dermody and Karen Ellison seconded to approve the proposal as defined with MKM authorizing Ms. Owens to proceed subject to approval final contract approval.

The vote was taken and the motion carried.

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MKM also presented a proposal for design services regarding the 807 Indiana Ave. property. Director Owens recommended tabling acceptance of this proposal. She will contact MKM for clarification of some of the details in the proposal. The Board agreed to table the action at this time.

NEW BUSINESS

Director's Review

All Board members will fill out an evaluation form for Fonda Owens. Secretary Karen Ellison, will collect the forms to summarize and present at the December Board meeting. Director Owens will submit a self-evaluation to the Board including a review of goals pertaining to this year, and future goals, no later than November 11th.

Annual Review of Board Bylaws

The Bylaws were presented for the required annual review. Ms. Owens recommended a change for how the annual schedule of meetings is determined. The current process is for the schedule to be determined at the first meeting of the year. She recommended that the Board shall set the meeting dates for the ensuing year at the last meeting of the preceding year. Director Owens also asked the Board to consider holding the regular meetings on every third Thursday of the month.

Resolution to Close the Retainage Account with Horizon Bank

Since all retainage has been paid out Director Owens presented a resolution to close the retainage account at Horizon Bank. The balance is due to change orders that happened after the amounts were held. The current balance in the account is \$6,034.71. James Dermody moved and Marie Gilliland seconded to adopt the resolution as followed.

La Porte County Public Library

Resolution to Close Bank Account

WHEREAS, on October 25, 2018, the Board of Trustees adopted the resolution to transfer surpluses remaining in the Retainage Fund to the Bond and Interest Fund,

NOW THEREFORE, BE IT RESOLVED, that the Retainage Bank Account with Horizon Bank be closed and the balance of \$6,034.71 be transferred into the Bond Fund Account with Horizon Bank.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 25th day of October, 2018 at which meeting a quorum was present.

The vote was taken and the motion carried with Dava Buell abstaining.

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Resolution to Transfer Funds to Bond and Interest Fund

James Dermody made the motion and Marie Gilliland seconded to transfer funds to the bond and interest fund as follows:

La Porte County Public Library

Resolution to Transfer Funds

WHEREAS, the Board of Trustees of the La Porte County Public Library finds that the purposes of the Construction in Progress Fund and the Retainage Fund have been fulfilled; and,

WHEREAS, there is remaining in the Construction in Progress Fund and the Retainage Fund unused and unencumbered balances;

NOW THEREFORE BE IT RESOLVED, pursuant to IC 36-12-3-9(c) the Board of Trustees of the La Porte County Public Library hereby transfers the surpluses remaining in the Construction in Progress Fund in the amount of \$6,034.71, and the Retainage Fund in the amount of \$23,589.47, to the Bond and Interest Fund to be used for the payment of interest bearing indebtedness.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 25th day of October, 2018 at which meeting a quorum was present.

The vote was taken and the motion carried with Dava Buell abstaining.

Recommendation for Holidays and Closed Days 2019

Dava Buell moved and Karen Ellison seconded to approve the Holiday and closed days schedule as follows:

Early Closing 2018

Close all locations at 5:00 PM. Staff do not receive holiday pay for this day. Schedules are adjusted to allow staff to work their full hours for the week.

- New Year's Eve Monday, December 31 (2018)

2019 Proposed Holiday Schedule

- New Year's Day Tuesday, January 1
- President's Day Monday, February 18

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- Memorial Day Monday, May 27
- Independence Day Thursday, July 4
- Labor Day Monday, September 2
- Veteran's Day Monday, November 11
- Thanksgiving Day Thursday, November 28
- Christmas Eve Tuesday, December 24
- Christmas Day Wednesday, December 25

Early Closing 2019

Close all locations at 5:00 PM. Staff do not receive holiday pay for this day. Schedules are adjusted to allow staff to work their full hours for the week.

- Thanksgiving Day Eve Wednesday, November 27
- New Year's Eve Tuesday, December 31

All Day Closing

Request to be closed on that day for staff day of training.

- Staff In-Service Day Monday, October 14 (Columbus Day)

The vote was taken and the motion carried.

Strategic Plan 2019-2021

The draft of the plan was presented to the Board by Director Owens. The hardware replacement schedule will be added for consideration at the November meeting. Ms. Owens asked the Board to let her know if they have suggestions for changes to the plan as presented.

Question or Comments from the Public

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

Question or Comments from the Board

President Siefker called for question or comments from the Board. Sylvia Smith requested that we consider services that the library can provide to address the issue of kindergarten readiness. Susan Bannwart will research and provide information in her monthly reports.

Adjournment

President Siefker adjourned the meeting at 7:45pm.

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