

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES November 15th, 2018

ATTENDEES

Dava Buell – Vice-President
Karen Ellison - Secretary
Gregg Fuhlenbrock
Sylvia Smith
James Dermody
Marie Gilliland

ABSENT

Scott Siefker - President

ALSO IN ATTENDANCE

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

CALL TO ORDER

Vice-President Dava Buell called the meeting to order at 6:30

PUBLIC FORUM

Vice-President Buell called for questions or concerns from the public. There were none.

CONSENT AGENDA

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

Minutes of the October 25, 2018 Budget Adoption Meeting
Minutes of the October 25, 2018 Workshop Meeting
Minutes of October 25, 2018 Board of Trustees Meeting
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch dated November 15th, 2018

The vote was taken and the motion carried.

REPORTS

Director's Report

Director Owens submitted the budget to the Department of Local Government Finance via Gateway. Ms. Owens attended two conferences in early November. The first of the conferences the Directors of Large Public Libraries of Indiana, which discusses strategic planning, organizational structures, changes in legislation, etc. The second conference was to the Indiana Library Federation Annual Conference, in which Ms. Owens gave a presentation on building projects. The conference was well attended. Ms. Owens also attended a workshop on strategic planning which taught about the flow from mapping a plan, to the organizational plan, then to the implementation plan.

Ms. Owens has been approved to be a member of the Indiana Library Federation Board for 2019. Some issues important to her, which will be addressed, are how the funding is structured, statistics, and the annual report requirements on the Library Annual Reports (separate from the SBOA). Sylvia Smith suggested bringing any reimbursement needs to the Board for attending these meetings.

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Legal Counsel

Mark Phillips worked with Ms. Owens regarding the contract language for the mobile library & mobile classroom. The good faith provision was added, and the contract is ready to go.

Mr. Phillips advised that he supports the recommendation regarding item 6-i on the job classifications project, provided that the appropriate job descriptions have been prepared for those classifications.

UNFINISHED BUSINESS

Review of the Board Bylaws

Vice-President Buell called for a motion to approve an update in the bylaws in article 9, Section 1 under "Meetings". This section will read as follows: "The board shall meet monthly. The board shall set a meeting day for the ensuing year at the last meeting of the preceding year". James Dermody motioned, Sylvia Smith seconded. The vote was taken and the motion carried.

Strategic Plan 2019-2021

Ms. Owens presented the draft of the Strategic Plan with the hardware placement schedule.

Vice-President Buell called for a motion to accept the strategic plan for the 2019-2021 term for the La Porte County Public Library. Sylvia Smith moved, Marie Gilliland seconded. The vote was taken and the motion carried.

NEW BUSINESS

Job Classifications 2019

Ms. Owens presented the following recommendations for job classifications in 2019:

- Add a second classification of Professional II with a high level of supervisory responsibility
- Add a second classification of Specialist II with a high level of driving responsibility as well as more physical requirements and independent judgment.

Ms. Owens reported that the recommendations are a result of the job evaluation project conducted earlier this year. The process consisted of staff completing job questionnaires regarding job responsibilities and the work environment. The jobs were then rated using the standards provided by the National Position Evaluation Plan. Job descriptions were updated to more accurately reflect the actual job duties for the position. Mr. Phillips recommended that these questionnaires and rating forms be kept on file in the event of any potential future claims such as ones stemming from the Americans with Disabilities Act.

Wages and Salaries 2019

Fonda Owens is requesting the addition of one Paraprofessional position as a supervisor for managing the mobile library, delivery drivers, and some of the office functions of branch and outreach. The new position is included on the wage and salary document.

Ms. Owens reported that based upon the results of the job evaluation as well as data from the Library survey conducted by HR Source, the following recommendations are presented for consideration by the Board:

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- A 4% increase in wages and salaries is requested. Those staff who are moved to a different classification will have their wages adjusted up to the low end of the range or if their current wage exceeds the low end of the range, they will receive the 4% increase.
- Increase the ranges for Specialist I, Maintenance I, and Paraprofessional
- Add ranges for the new classifications of Specialist II and Professional II

The budget is able to handle the increases that we have recommended in the narrative. Ms. Owens reported that the proposed wage and salary budget for 2019 of 2.2 million is able to handle the recommendations as presented.

Vice-President Buell called for a motion to table the Classifications of 2019 and the Wages and Salaries of 2019 until the December Board meeting. Marie Gilliland moved and Karen Ellison seconded. The vote was taken and the motion carried.

Proposed Wage Ranges for 2019						
Job Classification	Salaried	Exempt	Hourly	Nonexempt	Wage/Salary Range	
Director	X	X			\$80,000	\$105,000
Manager	X	X			\$51,000	\$75,000
Professional II			X	X	\$19.00	\$26.00
Professional I			X	X	\$17.00	\$24.00
Paraprofessional			X	X	\$11.85	\$17.00
Specialist II			X	X	\$10.85	\$16.00
Specialist I			X	X	\$9.85	\$15.00
Maintenance II			X	X	\$11.85	\$16.25
Maintenance I			X	X	\$9.85	\$15.25

E-learning Days Open Hours Request

La Porte Community School Corporation is starting their e-learning schedule. The meeting room B at the Main location will be used for this purpose as well as possible impact for the Coolspring location. A possible change in hours for different locations may be needed. Ms. Owens is requesting permission to open the library as requests come forward to better meet public need.

Vice-President Buell requested a motion to authorize an e-learning day schedule according to need. Sylvia Smith motioned, Gregg Fuhlenbrock seconded. The vote was taken and the motion carried.

Request to Open Late December 7th

Vice-President Buell called for a motion to open the Main Library one hour late at 10am, on Dec. 7th for the staff holiday breakfast. Karen Ellison motioned and James Dermody seconded. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

Vice-President Buell called for questions or comments from the public. There were none.

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QUESTIONS OR COMMENTS FROM THE BOARD

Vice-President Buell called for questions or comments from the Board.

Secretary Karen Ellison stated that she will meet with Ms. Owens before the December 20th Board meeting.

Ms. Owens reminded the Board that the next meeting is on December 20th, and a decision was made for the executive session to be held at 6pm.

Gregg Fuhlenbrock advised of an experience he had in our Hanna location that showed our commitment to the public.

ADJOURNMENT

Vice-President Buell called for a motion to adjourn the meeting at 7:14 PM, James Dermody motioned, Karen Ellison seconded. The motion carried.