

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES December 20, 2018

ATTENDEES

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

ABSENT

Sylvia Smith

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 7:45 PM

PUBLIC FORUM

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

CONSENT AGENDA

Dava Buell moved and James Dermody seconded to approve the consent agenda as follows:

Minutes of the November 15, 2018 Board of Trustees Meeting
Memorandum of Minutes of the December 20, 2018
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch dated December 20, 2018

The vote was taken and the motion carried.

REPORTS

Director's Report

Director Owens reported that the 1782 for budget year 2019 has been approved as requested. Ms. Owens attended her first ILF board meeting where she was appointed to the advocacy committee, which will address legislative issues regarding libraries. Ms. Owens will be presenting the library's strategic plan at the January meeting.

Ms. Owens announced the hiring of the Community Resource Coordinator, Angela Ward. This position is paid by a grant from the La Porte Healthcare Foundation.

Gregg Fuhlenbrock asked about the Skill-Up program and the library's participation. Three committees, education/outreach, communication and equipment have been formed. Promotion is done by Workforce Development. The library's participation in Week of Code was successful and lead to community networking. Mr. Fuhlenbrock also asked about how funding for library projects is considered. Ms. Owens stated that once the project is determined, then funding options are explored. Mr. Fuhlenbrock systematically disagrees with that approach, with seeking the money first, then planning the project, but he is willing to support Mrs. Owens.

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Legal Counsel

Mark Phillips is working with Ms. Owens about ideas on the road blocks with the La Porte County Council regarding the Telephone Building project.

UNFINISHED BUSINESS

Job Classification 2019

President Siefker called for a motion to accept the Job Classifications of 2019 as presented. Karen Ellison moved and Marie Gilliland seconded. The vote was taken and the motion carried.

Wages and Salaries 2019

President Siefker called for a motion to accept the Wages and Salaries Ranges for 2019 as presented. Maria Gilliland moved, Dava Buell seconded. The vote was taken and the motion carried.

President Siefker called for a motion to accept a 3% across the board increase for library staff wages for the 2019 year. James Dermody moved and Karen Ellison seconded. The vote was taken and the motion carried.

NEW BUSINESS

Meeting Dates 2019

President Siefker called for a motion to change the Library Board of Trustees meetings to the third Thursday of the month. Dava Buell moved and Karen Ellison seconded. The vote was taken and the motion carried.

Resolution of Encumbrance

Operating Fund

President Siefker called for a motion to approve the Resolution of Encumbrance for the Operating Fund for the total amount of \$424,006.19. Karen Ellison moved and Marie Gilliland seconded.

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2018.

NOW THEREFORE, be it resolved by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2018 budget for Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

<u>Purchase Order #</u>	<u>Vendor</u>	<u>Amount Encumbered</u>
PO#1022	Ideal Metal Works	\$ 14,220.00
PO#1023	Samuel Professional Painting	\$ 4,256.00
PO#1092	MKM Architecture	\$ 36,000.00
PO#1093	Duneland Media, LLC	\$ 4,700.00
PO#1102	Chester, Inc.	\$ 2,000.00
PO#1126	Rieth-Riley Co., Inc.	\$ 25,940.00
PO#1127	First Bankcard	\$ 297.33

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PO#1128	Qubit Networks	\$ 1,400.00
PO#1129	Green Leaves Tree Service	\$ 1,100.00
PO#1130	ASI Signage Innovation	\$ 3,950.00
PO#1131	AEGIS Environmental	\$ 31,570.00
PO#1133	E.C. Babilla Inc.	\$130,176.00
PO#1135	Heartland Restoration	\$ 49,999.99
PO#1136	Heartland Restoration	\$ 49,999.99
PO#1137	JK3 Lawncare	\$ 4,500.00
PO#1138	JK3 Lawncare	\$ 49,999.99
PO#2881	Ingram	\$ 3.92
PO#2889	Baker & Taylor	\$ 15.03
PO#2902	Ingram	\$ 105.12
PO#2906	Overdrive	\$ 286.84
PO#2908	Baker & Taylor	\$ 259.07
PO#2911	Baker & Taylor	\$ 291.34
PO#2912	Ingram	\$ 16.42
PO#2914	Overdrive	\$ 154.98
PO#2915	Midwest	\$ 304.00
PO#2916	Amazon	\$ 68.59
PO#2917	Amazon	\$ 151.89
PO#2920	Baker & Taylor	\$ 906.10
PO#2921	Center Point	\$ 134.82
PO#2922	Ingram	\$ 21.66
PO#2923	Ingram	\$ 717.75
PO#2925	Cengage Learning	\$ 521.42
PO#2926	Amazon	\$ 49.96
PO#2927	Overdrive	\$ 683.37
PO#2928	Midwest	\$ 1,831.40
PO#2933	Ingram	\$ 318.43
PO#2936	Midwest	\$ 1,006.33
PO#2937	Midwest	\$ 2,221.78
PO#2938	Baker & Taylor	\$ 80.18
PO#2939	Overdrive	\$ 2,469.11
PO#2940	Baker & Taylor	\$ 1,277.38

Total \$424,006.19

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 20th day of December, 2018, by the following aye and nay vote.

The vote was taken and the motion carried.

Resolution of Fund Transfers

Operating Fund

President Siefker called for a motion to approve the Resolution of Fund Transfers for the Operating Fund. Dava Buell moved and Marie Gilliland seconded.

Whereas, it has been shown that certain existing appropriations in the Operating Fund now have unobligated balances which will not be needed for the purposes for which appropriated, and others have deficit balances, it is therefore resolved that the following existing appropriation surpluses and deficits be transferred as follows:

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Transfer

From Salary-Staff	To Prof Svcs-Eng/Arch	\$ 32,000.00
From Salary-Building/Grounds	To Prof Svc-Legal	\$ 22,000.00
From Salary-Staff	To Prof Svc-Consulting	\$ 15,000.00
From Oth Svcs – Trans Fees	To Furniture/Equipment	\$ 800.00
From Oth Svcs – Payroll	To Furniture/Equipment	\$ 2,400.00
From Oth Svcs – Software Renewal	To Non Print	\$ 2,200.00
From Employer-FICA	To Tech Hardware	\$ 20,000.00
From Unemployment Comp	To Tech Hardware	\$ 5,000.00
From Salary – Staff	To Oth Cap – Improvement	\$ 73,000.00
From Salary – Staff	To Oth Cap – Improv Oth Bldg	\$ 93,000.00

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 20th day of December, 2018, by the following aye and nay vote.

The vote was taken and the motion carried

Resolution in Honor of James Dermody

President Siefker read into motion to Resolution to Honor James Dermody. Marie Gilliland motioned and Dava Buell seconded.

**La Porte County Public Library
Board of Trustees
Resolution
In Honor of James P. Dermody**

WHEREAS, James P. Dermody served with distinction and has displayed able leadership in these important offices on the Board of Trustees of the La Porte County Public Library from March 2005 to December 2010 as an appointee of the La Porte Community School Corporation; and from January 2011 to December 2018 as an appointee of the La Porte County Commissioners;

WHEREAS, James P. Dermody was elected by his colleagues on the Board of Trustees as Vice-President (2009, 2010 and April 2017 to March 2018); President (April 2015 to March 2017) during which time he used his special knowledge managing public works projects, was especially effective in guiding the construction of new facilities; and

WHEREAS, James P. Dermody chaired the Personnel Committee (2008 – 2010) and was an active and vital member of the Buildings and Equipment Committee (2006 – 2008); Budget Committee (2009 – 2010); and Library Resources and Services Committee (2006 and 2012); and

WHEREAS, James P. Dermody consistently demonstrated his belief in the value and importance of the Library to the La Porte Community; and

WHEREAS, James P. Dermody will be greatly missed by his colleagues on the Board of Trustees and by the many community members who benefited from his efforts on behalf of the Library;

NOW therefore, be it resolved that the Board of Trustees does hereby recognize with great admiration and appreciation, the contributions and record of service of James Dermody to the Library, and the citizens of La Porte County.

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Presented to the Board of Trustees of La Porte County Public Library, read in full, and adopted this 20th day of December 2018.

The vote was taken and the motion carried.

Resolution in Honor of Sylvia Smith

President Siefker read into motion to Resolution to Honor Sylvia Smith. Marie Gilliland motioned and Dava Buell seconded.

**La Porte County Public Library
Board of Trustees
Resolution
In Honor of Sylvia Smith**

WHEREAS, Sylvia Smith served with distinction on the Board of Trustees of the La Porte County Public Library from January 1997 to December 2004; and from January 2007 to December 2018; and

WHEREAS, Sylvia Smith was elected by her colleagues on the Board of Trustees as Treasurer (2003 – 2004); Secretary and Assistant Treasurer (2010, 2012); and Secretary (April 2017 – March 2018); and

WHEREAS, Sylvia Smith chaired the Buildings and Equipment Committee (2002 – 2004); Library Resources and Services Committee (2007 – 2009); Personnel Committee (2011) and was an active and vital member of the Buildings and Equipment Committee (1997 – 2002, 2004, 2009); Library Resources and Services Committee (1997 – 2001, 2004, 2007 – 2009); Personnel Committee (1999 – 2002, 2004, 2007 – 2009, 2011); Budget Committee (2007 – 2008, 2011); and

WHEREAS, Sylvia Smith served as the Library's appointee to the La Porte City Park Board (2007 – 2018); and

WHEREAS, Sylvia Smith consistently demonstrated her belief in the value and importance of the Library to the La Porte Community; and

WHEREAS, Sylvia Smith will be greatly missed by her colleagues on the Board of Trustees and by the many library patrons who benefited from her efforts on behalf of the Library;

NOW THEREFORE, be it resolved that the Board of Trustees does hereby recognize with great admiration and appreciation, the contributions and record of service of Sylvia Smith to the Library, its taxpayers, and its patrons.

Presented to the Board of Trustees of La Porte County Public Library, read in full, and adopted this 20th day of December 2018.

The vote was taken and the motion carried

QUESTIONS OR COMMENTS FROM THE PUBLIC

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

QUESTIONS OR COMMENTS FROM THE BOARD

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President Siefker called for questions or comments from the Board.

The Board members wished a Merry Christmas.

ADJOURNMENT

President Siefker adjourned the meeting at 8:28 PM.

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