

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES January 17, 2019

ATTENDEES

Scott Siefker - President
Dava Buell – Vice-President
Karen Ellison - Secretary
Gregg Fuhlenbrock
Marie Gilliland
Dave Decker
Sean Quinn

ABSENT

None

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 PM

PUBLIC FORUM

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

CONSENT AGENDA

President Siefker called for a motion to approve the consent agenda as follows:

Minutes of the December 20, 2018 Board of Trustees Meeting
Minutes of the December 20, 2018 Projects Meeting
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch dated January 17, 2019

Karen Ellison moved and Dava Buell seconded. The vote was taken and the motion carried.

REPORTS

Director's Report

Director Owens reported that some changes of workspaces for staff have taken place. The changes impact the Public Services, Technical Services and Community Engagement staff. There were also some reporting changes. The reasons for this came out of the job study and in an effort to reduce duplication of efforts. Ms. Owens will bring an updated organization chart to the next board meeting.

Working on implementation of the 2019-2021 Strategic Plan, Director Owens recommended that a planning meeting be held for the Board of Trustees.

Gregg Fuhlenbrock asked about usage statistics, including library visits, for the individual library branches based on pre-construction verses post-construction. Director Owens explained those figures would not be in the monthly static reports. President Siefker asked if these stats could be made available by the February Board meeting.

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Director Owens also reported that an audit by Umbaugh on the Construction Project is being conducted and should be completed within a month.

Legal Counsel

Mark Phillips reported that it was a quiet month. Worked with Cindy Lane and Fonda Owens on potential ADA staff issue. The issue was resolved.

Dave Decker asked about the changing purpose of the library and how it is handling at-risk children. Director Owens explained about the after school programs and the recent hiring of Community Resource Coordinator are being utilized by the community. Mr. Decker also asked about the library working with the area schools. Ms. Owens explained the Libraries 360 program and the relations with the school systems.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Conflict of Interest

Director Owens explained the need for all library board members to complete the Conflict of Interest form. This form is required to be completed annually and has been requested during prior audits. Board members are also to complete the Ethic Statement form. Both forms are kept on file in the business office. Both Mr. Decker and Mr. Quinn will also need to complete the Internal Control Training. All forms and training need to be completed by March 1, 2019.

Nominating Committee for the Election of Board Officers

Election of new Library Board Officers is in March. If anyone is interested in serving on this committee, please let it be known by the February board meeting.

Resolution to Transfer to Rainy Day

President Siefker called for a motion to approve the Resolution to Transfer Funds to the Rainy Day Fund. Marie Gilliland moved and Karen Ellison seconded.

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

WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, pursuant to IC 36-1-8-5.1(d) that the Board of Trustees of the La Porte County Public Library hereby transfers the following amounts from the Operating Fund to the Rainy Day Fund for the purpose(s) of repair, remodeling, construction, emergency remediation or for making any other lawful library Operating Fund expenditures.

Budget 2018	\$200,000
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The Rainy Day Fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 17th day of January, 2019 at which meeting a quorum was present.

The vote was taken and the motion carried

Library Appointment to City of La Porte Park Board

President Siefker called for a motion to appoint Karen Ellison to the City of La Porte Park Board. Dava Buell motioned and Sean Quinn seconded.

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

President Siefker called for questions or comments from the Board. New Board members, Dave Decker and Sean Quinn were asked to introduce themselves.

Dava Buell asked about a section in the manager reports regarding Art displays. Memorial funds were used to purchase landscapes for Coolspring and Hook Pottery prints at Kingsford Heights. From the Irene Marks memorial donations equipment will be purchased that will display student art work at Union Mills and Hanna.

Mrs. Buell also asked about the Michigan City School's ROTC students "Tell Your Story" project. Students will be interviewing veterans and making an oral history that will become part of the library's digital collection.

ADJOURNMENT

President Siefker adjourned the meeting at 7:20 PM.