

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES July 18, 2019

ATTENDEES

Sean Quinn – Vice-President
Karen Ellison - Secretary
Marie Gilliland
Dave Decker

ABSENT

Scott Siefker - President
Gregg Fuhlenbrock
Dava Buell

ALSO IN ATTENDANCE

Fonda Owens – Director
Mark Phillips - Legal Counsel

CALL TO ORDER

Vice-President Sean Quinn called the meeting to order at 6:43 PM. Dave Decker made a motion and Karen Ellison seconded the request to amend the agenda to include under New Business item 6 (d) – Authorization to move forward on property acquisition. The vote was taken and the motion carried.

Dave Decker made a motion and Marie Gilliland seconded the approval of the amended July 18, 2019 board meeting agenda. The vote was taken and the motion carried.

PUBLIC FORUM

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

CONSENT AGENDA

Vice-President Quinn called for a motion to approve the consent agenda as follows:

Minutes of the June 20, 2019 Board of Trustees Meeting Minutes
Memorandum of Minutes Executive Session June 20, 2019
Memorandum of Minutes Executive Session July 18, 2019
Department Reports
Financial Report
Approval and Payment of Claims ---per APV Batch July 18, 2019

Karen Ellison moved to approve the consent agenda as presented and Dave Decker seconded. The vote was taken and the motion carried.

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REPORTS

Director's Report

Director Owens reported that the Friends of the Library have applied for the following grants - Bethany Lutheran for after school snack program and Health Care Foundation for the purchase of more VRAR goggles.

Library management addressed some mischief and vandalism issues with youth at the Main Library in late June. The fire alarm was pulled and later a window in the Youth area was broken and two new laptops were stolen. The laptops have been recovered and the window replaced. The incident did identify needed additions to the security system at the Main Library.

Director Owens is working on the additional appropriation process with Baker Tilly. She also plans to contact a marketing/financial consultant to help with this process.

Contractors for the roof at main and outdoor educational spaces are scheduled to start work the week of July 22nd.

Ms. Owens reported that HB 1343 will be heading back to the legislature next session as the Department of Local Government Finance is having difficulty figuring out how to apply the bill.

Staff are investigating new ILS software. The current contract will expire in May of 2020. She will have additional information under New Business.

Summer Reading and STEAM camps are doing very well. Susan Bannwart reported she has received positive feedback from the Pack-A-Sack at the 618 Plaza, and lunch program. A meeting has been set for the end of summer with the La Porte Community School Food Services to evaluate the summer feeding program. STEAM camps serviced around 60 kids and 44 youth completed STEAM Sandbox level 1.

Sean Quinn asked the Director if she was able to make contact with La Porte County Council. Director Owens reported that she met with County Council President Randy Novak on July 15th and explained the two different approaches of seeking an additional appropriation. She felt that the meeting went well and Mr. Novak asked good questions about both options.

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Legal Counsel

Mark Phillips reported that much of the work over the past month has focused on property acquisition.

UNFINISHED BUSINESS

Update on Additional Appropriation Process

Director Owens reported that she is waiting on a financial analysis from Baker Tilly and will contact the County Auditor to schedule a meeting with the Financial Committee of the County Council. Ms. Owens has also been working on getting information into Gateway and gathering data for the July 22 budget meeting with the DGLF representative.

NEW BUSINESS

2020 Budget Process and Timeline

Director Owens presented timelines for both scenarios – either a one-time additional appropriation with a regular budget process or budget exceeding the growth quotient. Sean Quinn asked if the Board needed to decide today which process to move forward. Ms. Owens explained that the initial process for both options is the same over the next month so no decision needs to be made at this time.

Libraries 360 Program Expansion and Renewal

Director Owens reported that Westville schools and Tri-Township schools have inquired about joining the Libraries 360 program. She then outlined the current fee schedule which includes items such as software access, totes, mileage and pickup/drop off costs. Depending on the needs of each school, the fee schedule would be adjusted for each as part of the contract. Ms. Owens would like to have the contracts issued soon as it does take time to add this service and would like to have the program up and running early in the school year. Karen Ellison made a motion and Marie Gilliland seconded to pursue Libraries 360 contract talks with Westville and Tri-Township schools. The vote was taken and the motion carried.

Integrated Library Software

Ms. Owens reported that Technical Services Manager, Michael Sheehan is developing criteria to be used in evaluating new software vendors. Ease of use for both staff and customers will be one goal. Currently the Library has contacted 3 to 4 vendors that will present their software platform. Monies have been allocated for this expense in the 2019 budget. Director Owens hopes to bring a recommendation to the board by the October board meeting.

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Authorization to move forward on property acquisition

Dave Decker made a motion and Karen Ellison seconded to authorize Fonda Owens to move forward with property acquisition and enter into binding contracts subject to approval by realtor Don Janes, Mark Phillips and Fonda Owens. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

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

QUESTIONS OR COMMENTS FROM THE BOARD

Vice-President Quinn called for questions or comments from the Board. Karen Ellison acknowledged staff for the great job with all of the summer activities and services. Sean Quinn appreciated the coverage of the library's events on social media. He also has heard wonderful things about the summer food programs and STEAM camps.

ADJOURNMENT

Vice-President Sean Quinn adjourned the meeting at 7:32pm.