

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES August 15, 2019

ATTENDEES

Sean Quinn – Vice-President
Karen Ellison - Secretary
Marie Gilliland
Dava Buell
Gregg Fuhlenbrock

ABSENT

Scott Siefker - President
Dave Decker

ALSO IN ATTENDANCE

Fonda Owens – Director
Mark Phillips - Legal Counsel

CALL TO ORDER

Vice-President Sean Quinn called the meeting to order at 6:40 PM. Karen Ellison moved and Marie Gilliland seconded to approve the August 15, 2019 meeting agenda as presented. The vote was taken and the motion carried.

PUBLIC FORUM

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

A preview of the Library's updated website was shared with Library Board members, and Ms. Owens explained many of the new features of the website. The new website will launch in late September or early October.

CONSENT AGENDA

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

Minutes of the July 18, 2019 Board of Trustees Meeting Minutes
Memorandum of Minutes Executive Session August 15, 2019
Department Reports
Financial Report
Approval and Payment of Claims ---per APV Batch August 15, 2019

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

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REPORTS

Director's Report

Director Owens has been working on the budget proposal for 2020 and permission to spend cash reserves through the Rainy Day and Library Improvement Reserve Fund (LIRF).

Ms. Owens reported that installation of the new roof at Main and work on three of the outdoor education spaces began in early August. Demolition of the structure at the old Union Mills Branch location has been scheduled for some time after the Mill Pond festival.

Gregg Fuhlenbrock asked Ms. Owens about the consultants she had spoken with regarding the budget. She explained that both consultants do both financial and public relations work and both are funded through memberships so there has been no charge for their work.

Legal Counsel

Mark Phillips reported that much of the work over the past month has focused on negotiations with real estate issues. Mr. Phillips also reported that he had worked with Fonda Owens and Cindy Lane on a grievance filed by an employee who had made an allegation of discrimination due to a job transfer. He reported that an investigation of the allegation was conducted and found to have no merit.

UNFINISHED BUSINESS

Update on Additional Appropriation Process and 2020 Budget

Director Owens distributed a draft of Form 1 budget lines for all funds. Ms. Owens explained that her plan is to focus the capital expenditures in the budgets for Rainy Day and LIRF and to clearly show how cash reserves will be spent from those funds.

Ms. Owens then requested to schedule a special meeting of the Board to further discuss the strategy for the proposed 2020 budget to be submitted to the County Council. Board. Library Board members present agreed on a special meeting date for Thursday, August 22nd at the Main Library.

NEW BUSINESS

Transfer of Real Property – Friends of the Library

Dava Buell moved to amend agenda item 7a to read: Transfer of Surplus Personal Property – Friends of the Library. Karen Ellison seconded the motion. The vote was taken and the motion carried.

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Dava Buell moved and Marie Gilliland seconded to approve a resolution of Transfer of Surplus Personal Property as follows:

Resolution to Transfer Surplus Personal Property

In accordance with IC 36-12-3-5 (c) the library board may transfer personal property no longer needed for library purposes for no compensation or a nominal fee to an Indiana nonprofit library organization that is:

- (1) Tax exempt; and
- (2) Organized and operated for the exclusive benefit of the library disposing of the property; without complying with IC 36-1-11 or IC 5-22.

Therefore, be it resolved that the La Porte County Public Library Board of Trustees declare that Library Materials (print and non-print) and decommissioned computer equipment and furniture items that are no longer needed for Library purposes be given to the Friends of the La Porte County Public Library in accordance with IC 36-12-3-5 (c).

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 15th day of August, 2019 at which meeting a quorum was present.

The vote was taken and the motion carried.

Wifi and Computer Use Policy

Director Owens stated that the Library Board must review this policy each year. Last year the policy was updated and she has no additional changes to propose at this time. Karen Ellison moved and Marie Gilliland seconded to approve the current Wifi and Computer Use Policy with no changes. The vote was taken and the motion carried.

Request to Reclassify a Position

Dava Buell moved and Karen Ellison seconded to approve a request to reclassify a paraprofessional level position to a professional level position. The vote was taken and the motion carried.

Update LPCPL Maker Lab Policy

Karen Ellison moved and Dava Buell seconded to approve the LPCPL Maker Lab Policy as follows:

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Purpose

At La Porte County Public Library, Maker Labs is a community space where people get together to formally and informally learn science, technology, engineering, art, and math (STEAM) related technologies through hands-on experiences, sharing of tools, knowledge, and local expertise.

How to use LPCPL Maker Labs

All makers aged 13 years and older must have a library account or current photo ID.

Some equipment used in Maker Labs requires training before use. Necessary training is indicated on each piece of equipment's usage sheet. Makers can use these pieces of equipment after the maker has attended a training class, passed a test for that equipment, and/or has received approval from staff.

When using any equipment the maker certifies that they are capable of using the equipment in a safe and proper manner, and must follow the safety guidelines listed on the equipment's usage sheet.

The maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.

Makers may temporarily lose access and/or require retraining on equipment if they:

1. Cause the equipment to be out of service
2. Do not follow the equipment usage guidelines
3. Demonstrate a lack of basic knowledge required to use the equipment
4. Act in a way that poses a safety hazard to themselves or others
5. Violate the Code of Conduct or Computer Use Policies

Minors who want to use equipment that requires a safety course must have a parent or guardian signed waiver on file.

Children under the age of 13 must be accompanied by a responsible adult at all times. Adults may be responsible for no more than 2 children at a time.

Makers must not create anything that is:

1. prohibited by local, state, or federal law
2. unsafe, harmful, or dangerous, including weapons
3. obscene or otherwise inappropriate for the Library environment

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4. in violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection

Computers and tablets are to be used for their intended purpose, i.e. discovery, learning, class participation, and prototyping creations, such as graphic design.

LPCPL is not responsible for defects or the quality of workmanship of any of the tools, materials, or equipment supplied by LPCPL, or for the quality or condition of a maker's project.

Other applicable Library policies apply.

The vote was taken and the motion carried.

Resolution to Close First Bankcard Account

Karen Ellison moved and Marie Gilliland seconded to approve a resolution to close the Library's credit card account as follows:

WHEREAS, on August 15, 2019 the Board of Trustees agreed to close the current VISA account with First Bankcard.

NOW THEREFORE, BE IT RESOLVED, that the Account will be closed once all final balances are paid. The account will be closed prior to December 31, 2019.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 15th day of August, 2019 at which meeting a quorum was present.

The vote was taken and the motion carried with 4 board members voting aye, 0 voting nay, and Dava Buell abstaining.

Resolution to Open an Elan Financial Services Account

Marie Gilliland moved and Karen Ellison seconded to approve a resolution for Library Credit Card as follows:

WHEREAS, the Board of Trustees of the La Porte County Public Library is the fiscal body of said library; and

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WHEREAS, the board has determined that it would be beneficial to the library to have a credit card available for use; and

WHEREAS, the Indiana State Board of Accounts' Accounting and Uniform Compliance Guidelines Manual for Libraries provides the criteria required for library credit card use:

NOW THEREFORE BE IT RESOLVED, that the library director shall apply for and obtain a credit card in the library's name from Elan Financial Services and

BE IT FURTHER RESOLVED, that such credit card is only authorized for use with regard to the following types of purchases:

Materials, supplies, and equipment
Travel and conference expenses
Fuel and maintenance expenses for library vehicles
Computer hardware and software
Automatic payments

BE IT FURTHER RESOLVED, that the library's credit card is to be used in accordance with (a) the provisions of this resolution; (b) the requirements listed in the Indiana State Board of Account Accounting and Uniform Compliance Guidelines Manual for Libraries; and (c) the Library's Credit Card Policy, the terms of which are incorporated herein.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 15th day of August, 2019, at which meeting a quorum was present.

The vote was taken and the motion carried with 4 board member voting aye, 0 voting nay, and Dava Buell abstaining.

Vice-President called for a motion to amend the agenda to add item 7 g – Resolution for Authorization to Close Property Agreement. Karen Ellison so moved and Dava Buell seconded. The vote was taken and the motion carried.

Resolution for Authorization to Close Property Agreement

Dava Buell moved and Karen Ellison seconded to approve a resolution for authorization to close property agreement as follows:

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Whereas on August 15, 2019 the La Porte County Public Library Board of Trustees approved the purchase of property agreement in regard to property located near the Main Library, it further approves and authorizes the Executive Director of the Library, Fonda Owens, to execute any and all documents needed to close the transaction.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 15th day of August, 2019 at which meeting a quorum was present.

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. There were none.

ADJOURNMENT

Vice-President Sean Quinn adjourned the meeting at 7:52pm.