

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES September 19, 2019

ATTENDEES

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

ALSO IN ATTENDANCE

Fonda Owens – Director
Mark Phillips - Legal Counsel

CALL TO ORDER

President Scott Siefker called the meeting to order at 6:52 PM. Dave Decker moved and Karen Ellison seconded to approve amending the agenda to include item 6F- Authorizing the Director to take action regarding purchase of real estate. The vote was taken and the motion carried.

PUBLIC FORUM

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

CONSENT AGENDA

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

Minutes of the August 15, 2019 Board of Trustees Meeting Minutes
Memorandum of Minutes of Executive Session September 19, 2019
Managers Reports
Financial Report
Approval and Payment of Claims ---per APV Batch September 19, 2019

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

REPORTS

Director's Report

Director Owens reported that the 2020 Budget was turned over to the County Auditor on September 3, 2019 and the Public Hearing notice was posted by the Auditor on September 4, 2019. The Public Hearing will be held on September 23 at 6:15pm. The Operating Budget will remain the same, however the tax rate will be lower due to a higher assessed value. Rainy Day and LIRF will hold the excess growth, using reserve funds to finance. Ms. Owens reported that she emailed all council members with budget information and included a copy of the Library's responsible bidder ordinance.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES September 19, 2019

Budget Adoption is scheduled for October 28, 2019. Karen Ellison requested that all council members receive bullet points that highlight the key talking points for the budget proposal. Sean Quinn recommended being prepared to respond to a possible question of how the library would fund additional operating costs with no increase in the Operating budget for 2020.

Ms. Owens invited board members to attend the next Northwest Indiana Library Board Association meeting on Tuesday, October 29th. John Shrastika from Every Library will be the Keynote Speaker. If any board member would like to attend, they should let Director Owens know.

Ms. Owens announced that the Indiana Library Federation's Outstanding Library Award was awarded to La Porte County Public Library. Staff and Library Board were both praised for the efforts over this last year.

Director Owens reported on the recent social media posts regarding the taco bookmark. She reported that this post has gone viral and was reported by newspapers and TV broadcasts.

Legal Counsel

Mark Phillips reported that most of his time focused on real estate discussions with Don Janes and Director Owens. He also spent time looking into tax fraud regarding payroll classification of construction workers.

UNFINISHED BUSINESS

Update on Additional Appropriation Process and 2020 Budget

Director Owens reported that in addition to the information reported in her Director's report, the County Council might ask a question regarding salary increases that are being planned for the 2020 year. Ms. Owens reported that a formal recommendation hasn't been issued however the budget proposal includes appropriations that would cover up to a 4% wage increase. She also reported that we like to know what the City and County salary proposals are. One area both offer are longevity raises whether or not cost of living raises occur. The Library doesn't have this type of system in place at this time.

NEW BUSINESS

Recommendation for ILS Vendor

Dava Buell moved and Karen Ellison seconded to approve the recommendation to purchase the Library's new ILS from TLC (The Library Company). The vote was taken and the motion carried.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES September 19, 2019

Resolution to Transfer Funds

Dave Decker moved and Gregg Fuhlenbrock seconded to approve the following Library Appropriation Resolution for the Library Improvement Reserve Fund:

**LIBRARY APPROPRIATION RESOLUTION
BOARD OF TRUSTEES
LA PORTE COUNTY PUBLIC LIBRARY**

Whereas, it has been shown that certain existing appropriations in the Library Improvement Reserve Fund now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore resolved that the following existing appropriation surpluses in LIRF be transferred as follows:

Transfer

From: Equipment/Machine/Vehicle	To: Land	\$25,000
From: Capital Outlay – Miscellaneous	To: Land	\$15,000
From: Capital Outlay – Construction	To: Land	\$95,000

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 19th day of September, 2019, by the following aye and nay vote.

The vote was taken and the motion carried.

Dave Decker moved and Sean Quinn seconded to approve the following Library Appropriation Resolution for the Operating Fund:

**LIBRARY APPROPRIATION RESOLUTION
BOARD OF TRUSTEES
LA PORTE COUNTY PUBLIC LIBRARY**

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, it is therefore resolved that the following existing appropriation surpluses be transferred as follows:

Transfer

From: Salary-Staff	To: Other Capital - Improvements	\$100,000.00
--------------------	----------------------------------	--------------

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 19th day of September, 2019, by the following aye and nay vote.

The vote was taken and the motion carried.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES September 19, 2019

Request to Reclassify a Position to Exempt

Ms. Owens presented a request to reclassify the Professional II classification to salaried/exempt status. She explained that currently there is one position in this classification and based on the job duties and responsibilities, this position is best classified as exempt. Attorney Mark Phillips wanted to make sure the board was aware that the current salary thresholds for exempt workers might change. Sean Quinn asked if the employee would still keep track of hours and Director Owens explained that all exempt employees track their hours worked through the payroll system. Dave Buell moved and Marie Gilliland seconded to approve the recommendation to reclassify the Professional II classification to exempt. The vote was taken and the motion carried.

Director's Review Process

President Siefker reported that this discussion was conducted in executive session and no further discussion was needed at this time.

Consideration and Discussion of Tax Fraud Resolution

Ms. Owens reported that this topic has come up due to some contractors are labeling certain sub-contractors as Independent Contractors and issuing them 1099 forms instead of paying them as employees and withholding payroll taxes, etc. As a result, several governmental units are considering resolutions to ensure that sub-contractors are paid appropriately. The board reviewed an ordinance from Michigan City which could be modified for the library. The board asked to have legal counsel review and make a recommendation at next month's meeting.

Authorize Director to Take Action Regarding Purchase of Real Estate

Dave Decker moved and Sean Quinn seconded to authorize Director Fonda Owens to take action for negotiation and execution of documents for the purchase of real property as discussed in Executive Session subject to review by legal counsel. 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. Dave Decker thanked Fonda and the library staff for doing a great job on achieving the Outstanding Library Award.

ADJOURNMENT

President Scott Siefker adjourned the meeting at 7:45 pm.