

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES November 21, 2019

ATTENDEES

Karen Ellison - Secretary
Marie Gilliland
Dave Decker
Gregg Fuhlenbrock

ALSO IN ATTENDANCE

Fonda Owens – Director
Anthony Novak - Legal Counsel

ABSENT

Scott Siefker - President
Michelle Shirk
Dava Buell

CALL TO ORDER

Secretary Karen Ellison called the meeting to order at 6:40 PM. Dave Decker moved and Marie Gilliland seconded to amend the agenda to add item 7 under New Business – Property Authorization. The vote was taken and the motion carried.

PUBLIC FORUM

Secretary Ellison called for questions or comments from the public. There were none.

CONSENT AGENDA

Secretary Ellison called for a motion to approve the consent agenda as follows:

Minutes of the October 17, 2019 Board of Trustees Meeting Minutes
Managers Reports
Financial Report
Approval and Payment of Claims ---per APV Batch November 21, 2019

Dave Decker moved and Gregg Fuhlenbrock seconded. The vote was taken and the motion carried.

REPORTS

Director's Report

Director Owens reported the County Council approved the library's 2020 budget at the October 28, 2019 Council meeting. With this approval, remodeling plans for 807 Indiana Ave can start.

Ms. Owens reported that the purchase of the property at 912 Indiana Avenue was complete and the keys were given to Ms. Owens in early November. A security system from Simply Safe was purchased and will be installed by Maintenance and IT staff.

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The MKM architect will do a walk-through of the building in early December to recommend the use of any items in the building for the 807 Indiana Avenue renovation.

Ms. Owens reported that outdoor educational spaces are nearly complete and have received positive reviews from library customers.

Fonda Owens reported that implementation of the library's new ILS is on schedule. Michael Sheehan, Technical Services Manager, has started the data extraction process. Communication with the public regarding the transition process will begin the week of November 25th.

Director Owens reported that she and several library staff attended the NILBA (Northern Indiana Library Boards Association) workshop in which the keynote speaker spoke about the future of library funding. Ms. Owens also attended the Indiana Library Federation Conference where the library was presented with the "Library of the Year" award. Ms. Owens co-presented on the positive and negative points of the Community Resource Coordinator program.

Ms. Owens met with a group of community members who want to partner with the Library to accept a mural painted by Isamu Noguchi and display the mural at the Main Library.

Legal Counsel

Anthony Novak reported there was no additional items to include in the monthly report.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

I. Job Classifications 2020

Dave Decker moved and Gregg Fuhlenbrock seconded to approve the Job Classifications for 2020 as follows:

<u>Director (Exempt)</u>	<u>Professional I (Hourly/Non-Exempt)</u> Accounting Professional HR Professional Public Services Librarians Community Engagement Librarians User Experience Head of Buildings and Grounds IT Services	<u>Specialist I (Hourly/Non-Exempt)</u> Public Services Technical Services
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	Technical Services Collection Management Librarian Public Relations Purchase Agent	
<u>Manager (Exempt)</u> Public Library Services Community Engagement Services Administrative Services IT Services Technical Services	<u>Paraprofessional (Hourly/Non-Exempt)</u> Public Services Administrative Services Assistant IT Public Services	<u>Maintenance (Hourly/Non-Exempt)</u> Maintenance I Maintenance II
<u>Professional II (Hourly/ Exempt)</u> Circulation Services Librarian	<u>Specialist II (Hourly/Non-Exempt)</u> Outreach Customer Service	<u>Interns(Hourly/Non-Exempt)</u> Project specific

The vote was taken and the motion carried.

II. Wages and Salaries 2020

Board member Dave Decker asked for more information on the Management Association Library Survey that was received in 2018 as part of the Job Study completed by staff.

Dave Decker moved and Marie Gilliland seconded to approve the following recommendations for wages and salaries in 2020:

- 3% across the board pay increase for staff hired prior to July 1 of 2019, excluding the Director's position.
- A one-time wage adjustment for staff that have reached the high end of the wage/salary range equivalent to 3% of their current wage.

The vote was taken and the motion carried.

III. Capital Assets Policy

Dave Decker moved and Marie Gilliland seconded to adopt a Capitalization Policy as presented:

**La Porte County Public Library
Capitalization Policy**

In accordance with the State Board of Accounts' Accounting and Uniform Compliance Guidelines, the La Porte County Public Library shall establish a policy that provides for recording of capital assets. A Capital

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Assets Ledger will record an item's description, type of asset, location, date of purchase, acquisition cost, estimated life, tag or serial number, date of disposal, and amount received on disposal.

Capital Asset Definition

Capital assets are defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single report period.

Capitalization Threshold

The La Porte County Public Library establishes the following minimum capitalization thresholds for assets which is to be applied on an individual or per item basis, unless the effect of doing so would be to eliminate a significant portion of total capital assets.

Land	\$1
Buildings	\$5,000
Improvements other than buildings	\$5,000
Furnishings, Machinery & Equipment	\$5,000
Infrastructure	\$5,000
Construction in Progress	\$5,000
Other	\$5,000

Included in the "Other" category are items such as collections of library materials; aggregate listing of computers; aggregate of similar chairs or other furniture; and anything else; originally purchased for or currently valued at \$5,000 or more will be listed on the library's Capital Assets Ledger.

Capitalization Method

Capital assets are recorded at cost as of the date acquired. If cost information is not available, assets are to be recorded by calculating current replacement cost. Relevant historical documents may be used in determining fair value.

Depreciation and Useful Life

In accordance with the State Board of Accounts, a "Depreciable/Amortizable Lives" schedule will be applied to all capital assets. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Assets are depreciated on a straight-line basis beginning the year after being placed into service.

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Internal Control

As required by the Indiana State Board of Accounts, a physical inventory is to be performed comparing the asset listing to actual items, ensuring the inventory is accurate and that assets have not been removed without authorization. Inventory results should be completed by January 31st of each year.

Donated Assets

Donated assets must be capitalized at market value as of the date of donation. Market value is defined as the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date, or the amount at which a liability could be liquidated with the counterparty.

Retirement of Assets

Asset retirements must be recorded including accounting for any money received. Documentation of the asset retirement should be retained.

Construction in Progress

Capital expenditures incurred with constructing or developing a tangible or intangible capital asset before it is substantially ready to be placed into services is categorized as Construction in Progress. Once the asset is complete and placed into service the asset will be reclassified into the appropriate capital asset category. Until the asset is placed into service no depreciation expense will be incurred.

Adopted: November 21, 2019 La Porte County Public Library Board of Trustees. To be effective January 1, 2020.

The vote was taken and the motion carried.

IV. 2020 Holidays

Dave Decker moved and Marie Gilliland seconded to approve the Holiday/Closed Days schedule for 2020 as follows:

2020 Proposed Holiday Schedule

- New Year's Day January 1
- President's Day February 17
- Memorial Day May 25
- Independence Day July 4
- Labor Day September 7
- Veteran's Day November 11
- Thanksgiving Day November 26
- Christmas Eve December 24
- Christmas Day December 25

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Early Closing 2020

Close all locations at 5:00 PM. Staff do not receive holiday pay for this day. Schedules are adjusted to allow staff to work their full hours for the week.

- Thanksgiving Day Eve November 25
- New Year's Eve December 31

All Day Closing 2020

- January 13 -15 Implementation of new circulation software.
All locations must be closed these days for training and the migration of the data to the new system.
- January 16 -17 Will only close if the migration did not go as expected.
Staff In-Service Day October 12 (Columbus Day)

The vote was taken and the motion carried.

V. Review of Board Bylaws

Dave Decker moved and Gregg Fuhlenbrock seconded to approve the Bylaws of the Board of Trustees of the La Porte County Public Library with no changes. The vote was taken and the motion carried.

VI. Late Opening for Main Library

Dave Decker moved and Marie Gilliland seconded to approve the request to open the Main Library one hour later on December 6th for the purpose of the annual staff holiday party. The vote was taken and the motion carried.

VII. Property Authorization

Marie Gilliland moved and Dave Decker seconded to authorize Director Owens to pursue future additional real estate purchases contingent upon board approval. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

Secretary Ellison called for questions or comments from the public. There were none.

QUESTIONS OR COMMENTS FROM THE BOARD

Secretary Ellison called for questions or comments from the Board. Marie Gilliland requested that the board meet in executive session prior to the December 19th board meeting for the purpose of discussion regarding the Director's performance review.

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ADJOURNMENT

Marie Gilliland moved and Gregg Fuhlenbrock seconded to adjourn the meeting. The vote was taken and the motion carried. Secretary Karen Ellison adjourned the meeting at 7:40 pm.