

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

**ATTENDEES**

Scott Siefker - President  
Karen Ellison - Secretary  
Marie Gilliland  
Dave Decker  
Gregg Fuhlenbrock  
Michelle Shirk

**ABSENT**

Dava Buell

**ALSO IN ATTENDANCE**

Fonda Owens – Director  
Mark Phillips - Legal Counsel

**CALL TO ORDER**

President Scott Siefker called the meeting to order at 6:38 PM. Dave Decker moved and Marie Gilliland seconded to amend the agenda to add item 6h under New Business – Approval of Director Salary for 2020. The vote was taken and the motion carried.

Dave Decker moved and Karen Ellison seconded to amend the agenda to add item 6i under New Business – Online Borrower Account Type. 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 November 21, 2019 Board of Trustees Meeting Minutes  
Memorandum of Minutes of the November 21, 2019 Executive Session  
Memorandum of Minutes of the December 19, 2019 Executive Session  
Manager Reports  
Financial Report  
Approval and Payment of Claims ---per APV Batch December 19, 2019

Dave Decker moved and Karen Ellison seconded. The vote was taken and the motion carried.

**REPORTS**

**a) Director's Report**

Director Owens reported the new ILS transition is moving ahead. Staff will be in training while library is closed in mid-January.

A homeless shelter is planning to open on January 2, 2020 in the 800 block of Indiana Ave. An increase in visitors coming into the library prior to shelter opening for the evening may

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occur. Management will be working on training staff in best practices for visitors going to the shelter.

Director Owens also reported that the Administrative Team met with Zach Benedict from MKM to review concepts for the Telephone Building renovations. The next step is to schedule a meeting with Library board members and Mr. Benedict. In the meantime, Ms. Owens invited any interest board members to tour the telephone building facilities as well as the Milo property recently purchased by the Library.

Delivery date for the mobile classroom and mobile library has been delayed until March 2020. According to Summit Body Works the delay is due to manufacturing issues at the Ford Motor Company plant.

**b) Legal Counsel**

Mark Phillips reported there was no additional items to include in his monthly report.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**a) Meeting Dates 2020**

Dave Decker moved and Karen Ellison seconded to approve the 2020 Board of Trustees Meeting Dates as the 3<sup>rd</sup> Thursday of the month with the exception of the January meeting which will be held on the 4<sup>th</sup> Thursday due to the library being closed for the new ILS training. The dates are listed below and all regular meetings begin at 6:30pm.

January 23, 2020  
February 20, 2020  
March 19, 2020  
April 16, 2020  
May 21, 2020  
June 18, 2020  
July 16, 2020  
August 20, 2020  
September 17, 2020  
October 15, 2020  
November 19, 2020  
December 17, 2020

The vote was taken and the motion carried.

**b) Request to open a State of Indiana Fleet Account**

Dave Decker moved and Karen Ellison seconded to approve the recommendation to open a State of Indiana Fleet account and to close the Petro Choice and Speedway accounts. The vote was taken and the motion carried.

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**c) Fines and Fees as it relates to the new ILS**

Ms. Owens explained that when migrating to the new ILS the transfer of old fines and fees causes issues in the transition. Therefore, management has recommended approval of a fines and fees amnesty program which will allow customers to make a one-time fresh start with the new ILS with no fines or fees on their accounts. Dave Decker moved and Marie Gilliland approved the recommendation of the fines and fees amnesty. The vote was taken and the motion carried.

**d) Resolution of 2020 Wages/Salaries/Classifications/Benefits**

Marie Gilliland moved and Karen Ellison seconded to approve the Resolution of 2020 Wages/Salaries/Classifications/Benefits as follows:

**La Porte County Public Library  
2020 Salary Resolution**

**WHEREAS**, all compensation and benefits paid to officials and employees must be included in an annual resolution adopted by the La Porte County Public Library Board of Trustees per IC 36-12-2-24 (a) & (b). The following are presented for the year 2020.

**Section I: 2020 Wage/Salary Ranges and Positions and Classifications**

The La Porte County Public Library Board of Trustees hereby reaffirms the salaries and pay schedule for employees of the Library as adopted at the November 21<sup>st</sup>, 2019 and December 19<sup>th</sup>, 2019 Board of Trustees meetings. The schedule is effective with the first full pay in January of 2020. The Library shall consist of the following positions, except as otherwise authorized. Employees herein may receive compensation as set forth or within the respective ranges of amounts set herein. Wage and salary ranges do not specify starting wages or salary. The starting wage or salary is dependent on qualifications.

Wage Ranges for 2020						
Job Classification	Salaried	Exempt	Hourly	Nonexempt	Wage/Salary Range	
<b>Director</b>	X	X			\$80,000	\$105,000
<b>Manager</b>	X	X			\$51,000	\$75,000
Administrative Services						
Community Engagement						
IT Services						
Public Services						
Technical Services						
<b>Professional II</b>	X	X			\$39,520	\$54,080

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Circulation Librarian						
<b>Professional I</b>			X	X	\$17.00	\$24.00
Accounting Professional						
Collection Development Librarian						
Community Engagement Librarian						
Head of Buildings & Grounds						
HR Professional						
IT Systems Support						
Public Relations Professional						
Public Services Librarian						
Purchasing Agent						
Technical Services Professional						
User Experience						
<b>Paraprofessional</b>			X	X	\$11.85	\$17.00
Administrative Services						
IT Services						
Public Services Team Leads						
<b>Specialist II</b>			X	X	\$10.85	\$16.00
Outreach Customer Service						
<b>Specialist I</b>			X	X	\$9.85	\$15.00
Customer Service Specialist						
Technical Services Specialist						
<b>Internships</b>			X	X	\$9.85	\$15.00
Project Specific						
<b>Maintenance II</b>			X	X	\$11.85	\$16.25
<b>Maintenance I</b>			X	X	\$9.85	\$15.25
Custodial						

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**Section II: Leave Benefits – 2020**

9 Paid Holidays payable as outlined in Employee Handbook  
Paid Time Off – schedule as of January 1, 2020, and paid out as outlined in Employee Handbook

Years of Service thru Dec.31	Number of Hours Scheduled Per Week				
	Less than 20	20 to 29 hrs	30 to 39 hrs	40 hrs	Professional Employees
	0	Pro-rated	Pro-rated	Pro-rated	Pro-rated
1 through 4 years	0	60	90	120	170
5 through 9 years	0	80	120	160	210
10+ years	0	100	150	200	250

**Section III: HSA contribution – 2020**

Employees who have coverage under the Library’s group health insurance and completed a wellness check in 2019 will receive a \$1,000 contribution to a health savings account established by the employee as per the payout schedule determined by the Library.

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

The vote was taken and the motion carried.

**e) Resolution of Encumbrances**

Dave Decker moved and Karen Ellison seconded to approve the Resolution to Encumber the Operating Fund as follows:

**LA PORTE COUNTY PUBLIC LIBRARY  
RESOLUTION TO ENCUMBER OPERATING FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2019.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2019 budget for Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

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Purchase Order	Vendor	Encumbrance Amount
1317	PRO DRIVE ASPHALT MAINTENANCE	\$1,447.00
1318	PRO DRIVE ASPHALT MAINTENANCE	\$1,946.00
1320	PRO DRIVE ASPHALT MAINTENANCE	\$2,572.00
1381	OVERDRIVE	\$17.98
1416	BAKER & TAYLOR #L432468	\$13.19
1419	INGRAM	\$12.37
1421	INGRAM	\$5.57
1426	OVERDRIVE	\$108.98
1427	OVERDRIVE	\$35.00
1447	MIDWEST TAPE	\$29.13
1461	BAKER & TAYLOR #L432468	\$19.42
1465	INGRAM	\$10.61
1466	INGRAM	\$11.47
1469	OVERDRIVE	\$7.99
1481	BAKER & TAYLOR #L432468	\$62.66
1482	BAKER & TAYLOR #L432468	\$15.54
1488	MIDWEST TAPE	\$13.04
1499	TODAY'S BUSINESS SOLUTIONS INC.	\$11,860.00
1505	BAKER & TAYLOR #L432468	\$156.60
1515	INGRAM	\$121.95
1516	INGRAM	\$16.66
1517	INGRAM	\$75.28
1519	OVERDRIVE	\$1,289.84
1520	BAKER & TAYLOR #L432468	\$402.39
1521	BAKER & TAYLOR #L432468	\$28.97
1525	MIDWEST TAPE	\$110.80
1526	MIDWEST TAPE	\$29.98
1527	MIDWEST TAPE	\$40.99
1531	BAKER & TAYLOR #L432468	\$58.82
1533	INGRAM	\$41.50
1534	INGRAM	\$332.11
1535	INGRAM	\$15.92
1536	INGRAM	\$108.01
1540	OVERDRIVE	\$111.90
1545	BAKER & TAYLOR #L432468	\$238.60
1547	MIDWEST TAPE	\$18.92
1549	MIDWEST TAPE	\$76.86
1553	BAKER & TAYLOR #L432468	\$57.26
1567	BAKER & TAYLOR #L432468	\$49.61
1569	OVERDRIVE	\$255.75
1571	INGRAM	\$6.19
1572	INGRAM	\$64.00
1573	INGRAM	\$10.34
1574	INGRAM	\$63.21
1578	OVERDRIVE	\$300.00
1579	OVERDRIVE	\$30.00

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1580	MIDWEST TAPE		\$150.95
1582	MIDWEST TAPE		\$52.42
1583	THE LIBRARY CORPORATION INC.		\$42,075.00
1587	CHESTER INC		\$225.00
1588	ILLION		\$3,050.00
1591	BAKER & TAYLOR	#L432468	\$382.24
1592	BAKER & TAYLOR	#L432468	\$135.13
1594	INGRAM		\$1,338.97
1595	INGRAM		\$280.34
1596	INGRAM		\$198.84
1598	OVERDRIVE		\$60.00
1604	BAKER & TAYLOR	#L432468	\$670.56
1605	BAKER & TAYLOR	#L432468	\$70.27
1606	BAKER & TAYLOR	#L432468	\$18.60
1607	MIDWEST TAPE		\$87.98
1608	MIDWEST TAPE		\$118.52
1609	MIDWEST TAPE		\$42.47
1610	OVERDRIVE		\$93.98
1611	OVERDRIVE		\$48.97
1612	INGRAM		\$273.77
1620	BAKER & TAYLOR	#L432468	\$263.53
1621	BAKER & TAYLOR	#L432468	\$4.96
1624	INGRAM		\$71.46
1625	INGRAM		\$11.50
1626	INGRAM		\$327.28
1628	OVERDRIVE		\$14.95
1632	BAKER & TAYLOR	#L432468	\$91.42
1634	BAKER & TAYLOR	#L432468	\$67.67
1635	BAKER & TAYLOR	#L432468	\$53.30
1636	OVERDRIVE		\$49.98
1637	OVERDRIVE		\$180.00
1640	BAKER & TAYLOR	#L432468	\$1,585.55
1641	BAKER & TAYLOR	#L432468	\$319.15
1645	MIDWEST TAPE		\$413.79
1646	MIDWEST TAPE		\$522.83
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1647	MIDWEST TAPE		\$183.26
1648	BAKER & TAYLOR	#L432468	\$750.03
1649	BAKER & TAYLOR	#L432468	\$2,491.42
1650	INGRAM		\$5,641.10
1651	INGRAM		\$1,003.10
1652	INGRAM		\$402.57
1653	INGRAM		\$1,279.55
1654	INGRAM		\$3,362.27
1655	INGRAM		\$996.73
1656	INGRAM		\$89.29
1658	INGRAM		\$50.54
1659	INGRAM		\$22.89
1662	PCM SALES, INC.		\$38,100.06

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1665	MIDWEST TAPE	\$492.50
1666	CARDMEMBER SERVICES	\$341.70
1667	UPRINTING	\$713.67
1668	OVERDRIVE	\$613.42
1673	HIGHLAND PRODUCTS GROUP, LLC	\$10,125.41
1674	LOGMEIN USA, INC.	\$4,680.00
1675	LUCAS ELECTRIC, INC.	\$400.00
1676	INNOVATIVE LABEL TECHNOLOGY, INC.	\$292.64
1677	SYNCHRONY BANK-AMAZON.COM PIF (ACCT ENDING 8085)	\$349.00
1678	KABOOM! PLAY INITIATIVES, LLC	\$3,550.00
1679	THE LIBRARY STORE INC.	\$785.50
1680	PCM SALES, INC.	\$12,934.26
1681	TRUDY MENKE	\$3,500.00
1682	PRO ACOUSTICS	\$961.99
1683	PCM SALES, INC.	\$578.04
1684	BINTEC LIBRARY SERVICES, INC.	\$17,070.00
1685	EDUPORIUM	\$9,548.26
1686	SYNCHRONY BANK-AMAZON.COM PIF (ACCT ENDING 8085)	\$2,121.68
1687	CARDMEMBER SERVICES	\$696.00
1688	LEGO EDUCATION	\$2,309.65
1689	INTERWORLD HIGHWAY,LLC.	\$12,303.36
1690	APPLE INC.	\$3,032.00
1691	MERIDIAN TITLE CORPORATION	\$74,500.00
1692	MCCOLLY REAL ESTATE	\$3,725.00
<b>TOTAL</b>		<b>\$295,648.68</b>

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 19<sup>th</sup> day of December, 2019.

The vote was taken and the motion carried.

Marie Gilliland moved and Karen Ellison seconded to approve the Resolution to Encumber the Rainy Day Fund as follows:

**LA PORTE COUNTY PUBLIC LIBRARY  
RESOLUTION TO ENCUMBER RAINY DAY FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Rainy Day Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2019.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2019 budget for Rainy Day Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –



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<u>Purchase Order #</u>	<u>Vendor</u>	<u>Amount Encumbered</u>
PO #1583	THE LIBRARY CORPORATION INC.	\$15,107.50
PO#1663	TODAY'S BUSINESS SOLUTIONS INC	\$ 4,965.00

Total \$20,072.50

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

The vote was taken and the motion carried.

**f) Resolution of Fund Transfers**

Dave Decker moved and Karen Ellison seconded to approve the Resolution of Fund Transfers as follows:

**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, and others have deficit balances, it is therefore resolved that the following existing appropriation surpluses and deficits be transferred as follows:

<u>Transfer</u>		
From Salary – Staff	To Tech Hardware & Equipment	\$115,000
From Salary – Staff	To Other Capital Improvements	\$160,000
From Health Insurance	To Other Services – Software – ILS	\$ 37,000
From Health Insurance	To Repair & Maintenance – Building	\$ 26,000
From FICA	To Other Services – New Software	\$ 10,000
From INPRS	To Other Services – New Software	\$ 10,000

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

The vote was taken and the motion carried.

**g) Resolution in Honor of Dava Buell**

Karen Ellison moved and Marie Gilliland seconded to approve the Resolution in Honor of Dava Buell as follows:

**La Porte County Public Library  
Board of Trustees  
Resolution  
In Honor of Dava Buell**

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WHEREAS, Dava Buell served with distinction on the Board of Trustees of the La Porte County Public Library from January 2012 to December 2019; and

WHEREAS, Dava Buell was elected by her colleagues on the Board of Trustees as President (2017); Vice-President (2018); and Treasurer (2013 – 2014); and

WHEREAS, Dava Buell chaired the Library and Resources Committee (2012) and was an active and vital member of the Personnel Committee (2012); and

WHEREAS, Dava Buell consistently demonstrated her belief in the value and importance of the Library to the La Porte Community; and

WHEREAS, Dava Buell will be greatly missed by her colleagues on the Board of Trustees and by the many library community members who benefited from her efforts on behalf of the Library;

NOW THEREFORE, be it resolved that the Board of Trustees does hereby recognize with great admiration and appreciation, the contributions and record of service of Dava Buell to the Library, and the citizens of La Porte County.

Presented to the Board of Trustees of La Porte County Public Library, read in full, and adopted this 19<sup>th</sup> day of December 2019.

The vote was taken and the motion carried.

**h) Approval of the Director Salary for 2020**

Scott Siefker called for a motion to set the Director's salary for the year 2020 at \$101,274.75. This increase reflects the approved 3% pay increase for library staff that was approved at the November 21, 2019 board meeting. Dave Decker moved and Karen Ellison seconded the motion. The vote was taken and the motion carried.

**i) Online Borrower Account Type**

Marie Gilliland moved and Karen Ellison seconded to approve the recommendation to create an Online Borrower customer account type. The vote was taken and the motion carried.

**QUESTIONS OR COMMENTS FROM THE PUBLIC**

President Siefker called for questions or comments from the public. Attorney Mark Phillips commended Director Owens and realtor Don Janes for completing their work regarding property acquisition and contracts in a limited time frame.

**QUESTIONS OR COMMENTS FROM THE BOARD**

President Siefker called for questions or comments from the Board. Dave Decker suggested that the Encumbrance Resolutions listed on the agenda include which Funds would be effected. Scott Siefker welcomed new board member, Michelle Shirk. Karen Ellison wished everyone a Merry Christmas.

**ADJOURNMENT**

President Scott Siefker adjourned the meeting at 7:21pm.