

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES JANUARY 23, 2020

**ATTENDEES**

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

**ALSO IN ATTENDANCE**

Fonda Owens – Director  
Mark Phillips - Legal Counsel

**CALL TO ORDER**

President Scott Siefker called the meeting to order at 6:32 PM.

**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 December 19, 2019 Board of Trustees Meeting Minutes  
Financial Report  
Approval and Payment of Claims ---per APV Batch January 23, 2020

Dave Decker moved and Marie Gilliland seconded. The vote was taken and the motion carried.

**REPORTS**

**Summer Reading Program**

Susan Bannwart, Community Engagement Manager, presented a video highlighting statistics from the summer reading program, explaining that there has been seeing a steady decline in participation over the last few years. The Indiana State Library Standards require that a library must have a summer reading program, but with a declining participation, changing the types of programs offered has been researched by staff. Incorporating ideas of reading for a cause and encouraging both participation from parents and kids was presented by Pam Okosun, Community Engagement Librarian.

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**TLC Implementation**

Toni Kester Bulger, Public Services Manager and Michael Sheehan, Technical Services Manager spoke about the implementation and first couple of weeks with the new software. They reported that the implementation went well. They've had a few issues with migration of data such as login passwords and school partners' information, both of which are being addressed.

**Recruitment for Interns**

Cindy Lane, Administrative Services Manager presented the Library's plan for hiring student interns. Objectives for the internships includes developing employable skills, working in a team environment, and working with the public, and to also support the career pathways outlined with the schools. The jobs are currently posted on the library's website and include an Early Literacy and STEAM student internships. Notices will be sent to all the schools within the Library's district regarding these internship opportunities. Summer internship jobs will be reviewed and hope to be posted soon before college spring breaks.

**Legal Counsel**

Mark Phillips informed the Board that in conjunction with an attorney, who specializes in trademark and copyright, he will be working on a trade mark and copyright policy with Director Owens that will be presented to the board for approval at a future meeting.

**Director**

Director Fonda Owens reported that the library staff assisted with the Point-in-Time count for determining the numbers of homeless persons in the La Porte area. This number is used to obtain state and local funding.

Ms. Owens reported that the County Commissioners will make an appointment to the library board at their February 5<sup>th</sup> meeting.

Ms. Owens also reported that staff participated in ACE (Adverse Childhood Experience) training conducted by La Porte Community School counselors. The training highlighted how childhood situations that some students are dealing with may lead to behavioral issues.

Director Owens shared information from the Indiana Library Federation Board regarding state legislation that could impact libraries. Clarification is needed of the language in HEA 1343 that explains what is included in the 150% threshold calculation.

Another bill being presented involved criminal background checks for Library employees and volunteers. Attorney Mark Phillips explained the views of the EEOC regarding criminal background check policies and how it can be difficult to create a policy and enforce it correctly. The Board asked Mr. Phillips to work with library staff in creating a criminal background check policy to present to the Library Board for review and approval.

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**UNFINISHED BUSINESS**

**Donor Agreement – Noguchi Mural**

Gregg Fuhlenbrock moved and Karen Ellison seconded to accept the memorandum of understanding between Barrie A. Peterson and the Library for the Noguchi/Rumely working group. The vote was taken and the motion carried.

**NEW BUSINESS**

**Annual Board Forms**

Ann Shaffer will issue the Conflict of Interest and Ethic Statements forms at the end of the meeting for board members to complete and sign.

**Nominating Committee for the Election of Board Officers**

Michelle Shirk and Karen Ellison were appointed by President Scott Siefker to bring a slate of officers for election at the March board meeting.

**Meeting Room Policy Revisions**

Dave Decker moved and Karen Ellison seconded to approve the Meeting & Study Room Policy as follows:

La Porte County Public Library Meeting & Study Room Policy

**Purpose**

La Porte County Public Library (LPCPL) provides access to meeting and study room facilities in support of its mission to be the center of community life. Rooms are available on equal terms to all persons, regardless of their race, sex, color, age, beliefs, affiliations, or other protected characteristics or status.

**Responsibility**

- Adults over the age of 18 are able to book meeting rooms. The adult booking the room must be present to check in and is the responsible party.
- Study rooms may be reserved by people ages 14 and older. The person booking the room must be present to check in and is the responsible party.
- Priority for the use of the meeting and study room facilities shall be for Library classes, programs, and events, or events in which the Library is a sponsor or co-sponsor.
- Next priority is given to educational, governmental, non-profit and community organizations and businesses conducting training or peer-to-peer networking and to those tutoring students.
- Groups/Individuals may use the meeting and study rooms on regular open days during regular open hours.
- Rooms must be vacated 15 minutes prior to the time the library closes.
- The number of attendees may not exceed the posted room capacity.
- The Library reserves the right to re-assign rooms based on group size or to cancel reservations.
- Groups must use the room for the purpose stated. Library staff reserve the right to attend any meeting or function to verify the room is being used for its stated purpose.
- The Library may require proof of non-profit status. The Library Board has the final authority to decide which groups may meet on Library property and for what purpose Library property may be

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used.

- All technical support is the responsibility of the group. If assistance is needed to connect to the audiovisual equipment provided, a basic training session may be scheduled with a library staff member prior to the meeting.

**Room Use**

- The Library's Code of Conduct policy applies to use of rooms.
- The serving and consumption of alcoholic beverages is prohibited.
- No signs or decorations may be applied to the furniture, doors, walls, windows, or ceiling by any method. Tabletop decoration and tablecloths are allowed, excluding glitter and confetti.
- Admission may not be charged; collections or donations may not be accepted.
- Equipment, supplies, or personal effects may not be stored at the Library; items left behind are not the responsibility of the Library.
- Food and drink is allowed.
- Clean up is the responsibility of the group, including alerting library staff when a vacuum or additional cleaning items are required. Chairs, tables, and other equipment provided by the Library must be returned to their original arrangement.
- No open flame or lit candles.
- Meetings shall conform to all local, state and federal laws.
- Use of meeting rooms is normally limited to groups within the Library's service area. The Library defines a group as four (4) or more individuals.
- Meeting & Study rooms may be reserved by: Non-profit, educational, government, or community organizations and businesses conducting training or peer-to-peer networking may use the rooms free of charge.
- Study Rooms may not be used for social events.
- Business outside of the LPCPL district will be charged a room use fee of \$100, payable in advance.

**Special Events**

- The Library defines a special event as any function outside the scope of regular meeting room usage, which may include additional library staff and/or equipment.
- Events may or may not be open to the public and may occur during or outside of regular library operating hours.
- Events for purely social purposes which include but are not limited to parties or receptions, (e.g. weddings, birthday parties, anniversary parties, or other celebrations) are permitted. Groups or individuals reserving the meeting room will be charged based on the Library's fee structure for use. An additional fee, to be determined by the Library, may be added if Library staff or other resources are required for the event.
- Special Event reservations are approved by the Public Services Manager and/or the Director.

**Indemnification/Damages**

- Organizations and/or individuals using meeting rooms shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the Library to determine the charge for damages.

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- The group representative accepts full responsibility for any infraction of Library regulations and any damage to Library property incurred during or in connection with the meeting.
- Organizations and/or individuals using meeting rooms shall indemnify and hold harmless LPCPL and its officers, directors, agents and employees from and against all losses, damages, claims, costs, and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.
- The Library will charge a minimum \$15 clean up fee if the room is not returned to its original condition, up to and including the cost of repairs or replacement of damages to Library property.
- Abuse of the facilities, excessive cancellations, violation of the Meeting & Study Room Policy or the Code of Conduct Policy may result in denial of future use of Library meeting or study rooms.

**Endorsements**

- Use of the Library facilities does not constitute an endorsement or imply approval of viewpoints expressed by participants or organizers.
- Any marketing materials that include the Library's name and/or address must include the disclaimer, "This event is not sponsored or endorsed by La Porte County Public Library."

**Fee Schedule**

Room Location	Occupancy	Fee if applicable
Coolspring Meeting Room	30	\$35
Coolspring Study Room A	4	N/A
Coolspring Study Room B	4	N/A
Fish Lake Meeting Room	20	\$25
Hanna Meeting Room	20	\$25
Main Meeting Room B (Lrg)	76	\$50
Main Meeting Room A (Sm)	16	\$25 (no kitchenette)
Main Study Room 1	4	N/A
Main Study Room 2	8	N/A

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Rolling Prairie Meeting Rm	30	\$35
Rolling Prairie Study Room A	4	N/A
Rolling Prairie Study Room B	4	N/A
Union Mills Meeting Room	30	\$25

Michelle Shirk asked for clarification of the 2<sup>nd</sup> sentence in the purpose section. Mark Phillips explained that the sentence was appropriately written for this policy. Gregg Fuhlenbrock expressed concerns regarding availability of meeting rooms after hours at the Hanna Branch. Director Owens stated that the revisions to the meeting room policy should alleviate the situation as it allows for more availability of the meeting rooms. Toni Kester Bulger stated she is working on evaluating branch hours as a way to help these kinds of situations. The vote was taken and the motion carried.

**Permission to send out Request for Proposal for Architect /Engineer /Construction Manager Services**

Based on direction from the Library Board, Director Owens asked for permission to engage firm(s) to conduct a needs assessment and/or a correct order of completing projects regarding the acquired properties. After discussion, Director Owens requested clarification on that she contact MKM for a proposal for such assessment. Dave Decker moved and Marie Gilliland seconded to give Director Owens permission to contact MKM for a proposal for request for services to conduct a needs assessment for all library properties. The vote was taken and the motion carried.

Marie Gilliland moved and Michelle Shirk seconded for Director Owens to request proposals for services to develop a marketing campaign to support the telephone building project. 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. There were none.

**ADJOURNMENT**

President Scott Siefker adjourned the meeting at 7:48pm.