

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES August 20, 2020
Virtual Meeting conducted via Zoom

ATTENDEES

Karen Ellison – President
Gregg Fuhlenbrock - Secretary
Corey Campbell
Marie Gilliland

ABSENT

Dave Decker
Michelle Shirk
Scott Siefker

ALSO IN ATTENDANCE

Fonda Owens – Director
Mark Phillips - Legal Counsel
Cindy Lane -Treasurer
Ann Shaffer

CALL TO ORDER

President Ellison called the meeting to order at 6:38 PM.

PUBLIC FORUM

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

President Ellison called for a motion to amend the agenda to add item 4 under New Business – Outsourcing IT Services. Corey Campbell moved to amend the agenda as presented. Marie Gilliland seconded the motion.

President Ellison asked Cindy Lane to call for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Corey Campbell	Aye
Gregg Fuhlenbrock	Aye
Marie Gilliland	Aye

Motion carried.

CONSENT AGENDA

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

Minutes of the July 16, 2020 Board of Trustees Meeting
Department Reports
Financial Report
Approval and Payment of Claims ---per APV Batch August 20, 2020

Corey Campbell moved and Gregg Fuhlenbrock seconded to approve the consent agenda as presented.

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President Ellison asked Cindy Lane to call for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Gregg Fuhlenbrock	Aye
Corey Campbell	Aye
Marie Gilliland	Aye

Motion carried.

REPORTS

Director

Director Owens reported that the Library is still operating in reduced phases of service. Things have been going well and customers are adjusting. PPE supplies are still in good shape. Ms. Owens has been receiving questions from local schools about services provided by the Library. Staff are putting together an FAQ to make available for school corporations and community members.

Ms. Owens has been working on the Libraries 360 contract renewals and updating the agreements to include more straightforward language and agreement details.

Construction on the 807 Indiana Avenue location is progressing. Demolition of the interior has been completed and workers were beginning to remove the brick walls covering the exterior windows on the South side of the building. A solution for sewer connections is still being worked on and L&D has been talking with Jerry Jackson with the City Sewer Department for possible solutions. The completion date is still scheduled for February 23, 2021.

Ms. Owens completed a draft of the budget for 2021 for Operating, LIRF, Rainy Day and the Debt Service Fund. She highlighted the capital projects work to be included in 2021 and that the costs were incorporated into the budget estimates. These include:

- a. Maintenance building at Main Library location, parking lots, and site improvements for the Milo and Harder house locations.
- b. Window replacements at Main, Union Mills, and Kingsford Heights branches. This cost was not included in the previous construction project as the money was not available at that time.
- c. Construction of a heated pole barn style garage at Coolspring Branch to house the Mobile Classroom
- d. Installation of a PA system for the Main Library. Currently there is no good way to do public announcements in the case of evacuation, etc.

Legal Counsel

Mark Phillips reported that he advised on personnel issues and worked on the agreement for the PEP proposal for the Harder House donation to PEP. The proposed agreement contains more definitive language from the Library's perspective.

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UNFINISHED BUSINESS

Epidemic Response Phase Update

Director Owens reported that with the board not meeting in person since March, there are a lot of documents requiring board signature that need to be completed. The option for Zoom meetings can continue as long as the Governor's executive order allows. Therefore, if the board's desire is to continue with Zoom meetings, then the need to obtain signatures will have to be addressed either by initiating electronic signature software or having board members come in person to sign documents. Board signatures are especially important for the October meeting in which the budget is officially approved by the Board.

The consensus of the board was to continue Zoom meetings as allowed, and have board members come in to sign documents.

Proposal from People Engaged in Preservation

Attorney Mark Phillips reviewed the original proposal from PEP and updated the proposal to include the following changes:

- a. Sever the house from the land and sell the house for a purchase price of \$1.
- b. Give the buyer a deadline of January 1, 2021 to move the house
- c. Buyer will be solely responsible for all costs for moving the house from the land as well as restoring any damage done to the land.
- d. Require PEP to have an insurance policy that protects the Library from any damage, etc. done in the move.
- e. Buyer must also comply with all regulatory issues and ordinances.
- f. All subcontractors hired to do this work must have appropriate insurance coverage and licenses.

President Karen Ellison called for a motion to approve the proposal as outlined by Mark Phillips. Marie Gilliland made a motion to approve and Corey Campbell seconded the motion.

Director Owens asked for clarification on the motion regarding PEP's request to have the Library donate the house and the demolition costs the Library would not have to pay out.

President Ellison then called for a motion to approve the proposal as presented by Mark Phillips and to reject the PEP letter of intent. Gregg Fuhlenbrock so moved and Corey Campbell seconded the motion.

President Ellison asked Cindy Lane to call for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Gregg Fuhlenbrock	Aye
Corey Campbell	Aye

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Marie Gilliland Aye
Motion carried.

NEW BUSINESS

2021 Budget

President Karen Ellison called for a motion to approve the 2021 budget estimates as presented in their board packets. Corey Campbell moved to approve and Gregg Fuhlenbrock seconded the motion.

President Ellison asked Cindy Lane to call for the vote by roll call.

Vote taken by roll call:

Karen Ellison Aye
Gregg Fuhlenbrock Aye
Corey Campbell Aye
Marie Gilliland Aye
Motion carried.

Demolition Bids

Director Owens requested permission to issue Requests for Bids for the demolition of all properties recently purchased by the Library on Maple Avenue and Harrison Streets. She also explained that the bid would include the Harder house with the understanding that PEP may move the house so the cost would only be for clean-up of the basement area.

Gregg Fuhlenbrock moved to authorize Director Fonda Owens to seek quotes for demolition of the properties on Maple Avenue and Harrison Streets. Corey Campbell seconded the motion.

President Ellison asked Cindy Lane to call for the vote by roll call.

Vote taken by roll call:

Karen Ellison Aye
Gregg Fuhlenbrock Aye
Corey Campbell Aye
Marie Gilliland Aye
Motion carried.

Transfer of Real Property – Friends of the Library

Gregg Fuhlenbrock moved and Corey Campbell seconded to adopt the resolution to transfer surplus personal property as presented:

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Resolution to Transfer Surplus Personal Property

In accordance with IC 36-12-3-S(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 Material (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-S(c).

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 20th day of August, 2020 at which meeting a quorum was present.

President Ellison asked Cindy Lane to call for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Gregg Fuhlenbrock	Aye
Corey Campbell	Aye
Marie Gilliland	Aye

Motion carried.

Request to Outsource IT Services

Director Owens reported that she received three quotes for outsourcing IT Services for the Library from Chester Computers, Impact, and Cardinal Point Technologies. Of the three Ms. Owens recommended going with the services of Cardinal Point Technologies. They provided the most comprehensive services including a person onsite one day per week for 3 months, and included an evaluation at 12 months with the option to cancel the contract if their service is not satisfactory.

Corey Campbell moved to approve the recommendation from Ms. Owens for outsourcing IT Services with Cardinal Point Technologies. Marie Gilliland seconded the motion.

President Ellison asked Cindy Lane to call for the vote by roll call.

Vote taken by roll call:

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Karen Ellison	Aye
Gregg Fuhlenbrock	Aye
Corey Campbell	Aye
Marie Gilliland	Aye

Motion carried.

Ms. Owens will forward the contract to Mark Phillips for review.

QUESTIONS OR COMMENTS FROM THE PUBLIC

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

QUESTIONS OR COMMENTS FROM THE BOARD

President Ellison called for questions or comments from the Board. There were none.

ADJOURNMENT

Corey Campbell moved and Marie Gilliland seconded to adjourn the meeting.

President Ellison adjourned the meeting at 7:34pm.