

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES September 17, 2020  
In Person and Virtual Meeting conducted via Zoom

**ATTENDEES**

Karen Ellison – President  
Michelle Shirk – Vice President  
Gregg Fuhlenbrock - Secretary  
Corey Campbell  
Dave Decker  
Scott Siefker

**ABSENT**

Marie Gilliland

**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 6:30 PM.

**PUBLIC FORUM**

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

**CONSENT AGENDA**

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

Minutes of the August 20, 2020 Board of Trustees Meeting  
Department Reports  
Financial Report  
Approval and Payment of Claims ---per APV Batch September 17, 2020

Dave Decker moved and Corey Campbell seconded to approve the consent agenda as presented.

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
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye

Motion carried.

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**REPORTS**

**Director**

Director Owens reported that there has been steady progress on the construction project on the Exchange Building. Inspection of the roof resulted in testing for asbestos. Some levels were reported, but Ms. Owens had not received a final report or plans for removal. A plan for water access to the building has been updated to connecting from Indiana Avenue, which also means the mechanical room access will be located on the West wall in the Technical Services Department. This will also result in some cost savings to the project.

Ms. Owens provided the board with a draft of a succession plan in the event of a sudden departure of the Director. She asked the board to review the draft and provide feedback at the October board meeting. Ms. Owens has started work on a “playbook” for operations and succession plans will be incorporated into the playbook.

Ms. Owens provided the board with an overview of the Feasibility Study draft completed by MKM. Some of the items included in the study would be scheduled for this year. Any planned for 2021 have been included in the 2021 budget proposal. Ms. Owens suggested the board schedule a workshop either in October or November to further discuss the recommendations from MKM so plans can move forward.

**Legal Counsel**

Mark Phillips reported that he primarily worked on the contract docs for PEP. He also reviewed the contracts for the IT Services vendor and for the FFE.

**UNFINISHED BUSINESS**

**Epidemic Response Phase Update**

Director Owens reported that the same protocols are still in place. Most events and programs continue to be done virtually. For the few that are being presented in person, safety protocols are being followed.

The Mobile Classroom went on its first class visit to a home school location. Following the protocols for social distancing about 5 to 7 students at a time came on board.

Fonda reported that the library has applied for grant monies for reimbursement of the purchase of PPE and will continue to seek those types of reimbursements as they are made available.

**Proposal from People Engaged in Preservation**

Ms. Owens reported that Dottie Rosenbaum with PEP reported that she was waiting to hear from a couple of landowners about a location for moving the house but feels confident that they will have a decision soon. The board discussed the concern for having a firm deadline on moving the structure.

Following discussion Scott Siefker moved to amend the contract agreement offer to

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include a new due date December 1, 2020 for moving the structure. 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
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye

Motion carried.

### **NEW BUSINESS**

#### **Demolition Bids**

President Karen Ellison asked Fonda Owens to open the bids received for the Demolition of structures on Maple Avenue and Harrison Street. Ms. Owens reported that three bids were submitted and she proceeded to open bids:

Bid #1 – WA Recycling services: Total Bid \$114,500

Bid #2 – J Shoffner General Contractor: Total Bid \$212,000

Bid #3 – Pavey Excavating Company: Total Bid \$90,150

Upon opening of all bids, Scott Siefker made a motion to accept the apparent low bid from Pavey Construction and authorize the Director to sign the contract for services upon verification of numbers and all other bid requirements. Dave Decker 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
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye

Motion carried.

#### **FFE Bids**

Ms. Owens reported that the FFE Bids were reviewed by architect and legal counsel. The company selected submitted proposed contract which has been reviewed by legal counsel and contractor has agreed to suggested changes by the attorney. Therefore, Ms. Owens is seeking permission from the Board to sign the contract at a cost of no

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more than \$150,000. Corey Campbell moved and Dave Decker seconded to authorize Director Fonda Owens to sign the contract for FFE with the stipulated cost to be no more than \$150,000.

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
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye

Motion carried.

### **Sale of Personal Property**

Director Owens is seeking permission to publish the ad to sell the Library's old Mobile Library vehicle. Corey Campbell moved and Michelle Shirk seconded to grant permission to the Director to publish an ad for Sale of Personal Property, specifically for the Library's old Mobile Library vehicle.

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
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye

Motion carried.

### **Resolution for Declaration of Fiscal Body**

Michelle Shirk moved and Corey Campbell seconded to adopt the Resolution for Declaration of Fiscal Body as follows:

#### **Declaration of Fiscal Body La Porte County Public Library ("the library")**

***Instructions:** (1) This report must be completed, adopted by the library board and board of the designated fiscal body, and signed by the library board president and president of the designated fiscal body. No later than October 1, 2020, a copy of this completed report must be e-mailed to [StatewideServices@library.IN.gov](mailto:StatewideServices@library.IN.gov) or physically mailed to: Indiana State Library, 140 N. Senate Ave., Indianapolis, IN 46204-2296, Attn: Statewide Services. The library should keep a copy of the report on file.*

*(2) In the event the library's taxing territory is modified (ex-expansion/annexation/merger, etc.) a new report*

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*must be completed and submitted by the next October 1<sup>st</sup> following that modification if the modification results in a change to the library's adopting fiscal body.*

**WHEREAS**, library officials typically submit the library's annual budget for nonbinding review by a separate fiscal body pursuant to the provisions of IC 6-1.1-17; and

**WHEREAS**, under certain conditions designated in IC 6-1.1-17-20.3 and 20.4, the library's budget is subject to binding review and adoption by a separate fiscal body; and

**THEREFORE**, this report identifies the fiscal body that would do any binding budget adoption in the event such binding adoption is required under the provisions of IC 6-1.1-17-20.3 and 20.4.

In the case of a triggering event under IC 6-1.1-17-20.3 or 20.4 which requires the library to submit its budget to a separate fiscal body for binding budget adoption, the fiscal body that is responsible for that binding adoption is the La Porte County Council.

I hereby certify this report was adopted by the library board on September 17, 2020.

Karen Ellison, Library Board President

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
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye

Motion carried.

### **Annual Review of the Bylaws**

Ms. Owens reported that this section was for information purposes only. No action is needed unless the Board proposes any changes which can come forward at the October board meeting.

### **Director's Review Process**

Administrative Services Manager Cynthia Lane provided a proposal for the Director's review process to include the services of Cynthia Roberts, Dean of the School of Business and Economics at Indiana University Northwest.

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Dave Decker moved to authorize Cynthia Lane to request a proposal from Cynthia Roberts of IUN, for facilitating the Director's Review process and to seek approval for the proposal from the Personnel Committee of the Board, Karen Ellison and Michelle Shirk. Michelle Shirk 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
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye

Motion carried.

### **Safe Place**

Ms. Owens recommended that the Library participate in this program and become a "safe place". Scott Siefker moved and Corey Campbell seconded to authorize the Director to engage in the safe place program and designate the Library as such.

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
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye

Motion carried.

### **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 Dave Decker seconded to adjourn the meeting.

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

Vote taken by roll call:

Karen Ellison	Aye
Gregg Fuhlenbrock	Aye

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Corey Campbell	Aye
Michelle Shirk	Aye
Dave Decker	Aye
Scott Siefker	Aye
Motion carried.	

President Ellison adjourned the meeting at 7:38pm.