

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES October 15, 2020
In Person and Virtual Meeting conducted via Zoom

ATTENDEES

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

ALSO IN ATTENDANCE

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

CALL TO ORDER

President Ellison called the meeting to order at 6:39 PM.

President Ellison called for a motion to amend the agenda to add item 6c – Telephone Building Roof Removal Issues. Scott Siefker moved to amend the agenda as presented. 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
Michelle Shirk	Aye
Gregg Fuhlenbrock	Aye
Corey Campbell	Aye
Dave Decker	Aye
Marie Gilliland	Aye
Scott Siefker	Aye

Motion carried.

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 Public Hearing on the Budget, September 17, 2020
Minutes of the September 17, 2020 Board of Trustees Meeting
Minutes of the October 8, 2020 Workshop Meeting of the Board of Trustees
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch October 15, 2020

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

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Michelle Shirk	Aye
Gregg Fuhlenbrock	Aye
Corey Campbell	Aye
Dave Decker	Aye
Marie Gilliland	Aye
Scott Siefker	Aye

Motion carried.

REPORTS

Director

Director Owens reported that the Library is being audited by the State Board of Accounts for the years ending December 31, 2018 and 2019. The auditors have a deadline to complete the audit by November 2nd. They are conducting the audit electronically via emails.

In other updates, roofing work at the Telephone Building is progressing. The older section of the roof had 5 layers of shingles and the bottom two contain asbestos which will require remediation. The issue of where to run the water source into the building has been resolved. It will come in through Indiana Avenue. This resulted in a redo of the mechanical room location to the Southwest corner of the lower level. There will be a cost savings to making this change, which will help to offset somewhat the cost for the asbestos remediation work.

Investigation of internet service for the Exchange Building has proved to be challenging. The IT services consultant has been asked to assist with this work and obtain quotes for internet service.

Director Owens contacted MKM Architects with additional questions on the feasibility study, specifically, the location of the Maintenance garage.

The Library is still operating under the protocols for Stage 5 related to COVID-19. The Northwest Indiana Times contacted the Library about doing an article on what our library was doing for delivery of services to our customers during this time.

Legal Counsel

Mark Phillips reported that he worked on an issue which was communicated to him earlier in the day which he will provide further information under agenda item 6c.

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UNFINISHED BUSINESS

Review of the Board Bylaws

Scott Siefker moved and Corey Campbell seconded to adopt the bylaws as presented with no changes.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Michelle Shirk	Aye
Gregg Fuhlenbrock	Aye
Corey Campbell	Aye
Dave Decker	Aye
Marie Gilliland	Aye
Scott Siefker	Aye

Motion carried.

Status of Agreement on 805 Harrison Street

Ms. Owens reported that Dottie Rosenbaum notified her that PEP has received a quote on the cost of the relocation of the structure. Mrs. Rosenbaum is working with the owners of the location where the structure is to be moved and if all parties agree, they will be ready to proceed.

Scott Siefker asked Attorney Phillips if there were any issues with meeting the deadline for moving the structure. Mr. Phillips explained that as long as they will be moving the structure there are not any issues.

NEW BUSINESS

Capital Improvements Planning and Priorities

President Karen Ellison initiated discussion of the feasibility study drafted by MKM. Previous discussion left off at the Main Library and elevator upgrades. Ms. Owens explained that she will ask for further clarification of this work, as the elevators were updated during the previous construction project with new laminate and new emergency equipment. The only thing not installed previously were new doors.

Discussion of the proposed garage building at Coolspring Branch for the Mobile Classroom was initiated by Mrs. Ellison. She expressed her concern with the cost of this building and why it was not previously suggested during the proposal of purchasing the vehicle. Following discussion, the consensus of the Board was to have Director Owens investigate alternative offsite storage of the bus when not in use.

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Succession Planning Draft

Ms. Owens asked the board if they had any questions with regard to the proposed draft. There were none. She then asked the board to sign the plan and she would include this document with the other “playbook” documents.

Telephone Building Removal Issues

Attorney Phillips explained that the remediation of the bottom two layers of shingles on the Telephone Building Roof requires the services of a qualified, license contractor. Larson Danielson, general contractor for the project accepted a proposal from Aegis Environmental, Inc. for this work. A problem with using this contractor developed when it was discovered that Aegis had subcontracted the work with a company out of Indianapolis. Also neither Aegis, nor the subcontractor had provided any of the proper documentation to meet the Library’s Responsible Bidder Requirements.

Mr. Phillips spoke with James Hoover of Aegis and explained the situation. Mr. Hoover was not aware of the responsible bidder requirements. Mr. Phillips provided the document to him and the need to complete the proper documentation before proceeding with the work. Mr. Hoover confirmed that he had already secured the proper permit from IDEM to do the remediation.

Mr. Siefker excused himself as he had to leave the meeting for a prior appointment.

Following discussion by the Board, Mr. Phillips recommended that the Board approve the hiring of Aegis and its subcontractor on the condition that they fully comply with the Responsible Bidder Resolution to the satisfaction of Mr. Phillips, Director Owens, and Board member Corey Campbell.

Corey made the motion to approve the recommendation as presented. Dave Decker seconded the motion.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Michelle Shirk	Aye
Gregg Fuhlenbrock	Aye
Corey Campbell	Aye
Dave Decker	Aye
Marie Gilliland	Aye

Motion carried.

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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. Mr. Fuhlenbrock expressed his frustration with the sound quality of the zoom connection. Ms. Owens stated that she and the staff would investigate a solution for the next board meeting.

ADJOURNMENT

Dave Decker moved and Marie Gilliland 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
Corey Campbell	Aye
Michelle Shirk	Aye
Dave Decker	Aye
Marie Gilliland	Aye

Gregg Fuhlenbrock left the meeting prior to the vote.

Motion carried.

President Ellison adjourned the meeting at 7:42pm.