

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES February 18, 2021
In Person and Virtual Meeting conducted via Zoom

ATTENDEES

Karen Ellison – President
Michelle Shirk – Vice President
Corey Campbell
Marie Gilliland

ABSENT

Gregg Fuhlenbrock – Secretary
Dave Decker
Scott Siefker

ALSO IN ATTENDANCE

Fonda Owens – Director
Jim Kaminski and Anthony Novak - Legal Counsel
Cindy Lane -Treasurer

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 January 21, 2021 Board of Trustees Meeting
Minutes of the January 21, 2021 Board of Finance Meeting
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch February 18, 2021

Corey Campbell moved and Marie Gilliland seconded to approve the consent agenda as presented.

President Ellison called for the vote by roll call.

Karen Ellison	Aye
Corey Campbell	Aye
Michelle Shirk	Aye
Marie Gilliland	Aye

Motion carried.

REPORTS

Director

Director Owens reported the issues with the electrical service at the Exchange Building have been resolved. There is some paperwork that needs to be completed by NIPSCO. Additionally, there was one additional cost in regards to the elevator installation. Both of

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these change orders are within the \$55,000 threshold set by the board at the January Board of Trustees meeting.

Ms. Owens reported that she has been participating on the ILF Advocacy Committee regarding legislation of interest to libraries. Of particular concern at this time is Senate Bill 288. This bill would remove schools and public libraries from the list of entities eligible for a specified defense to criminal prosecution alleging the dissemination of materials harmful to minors. The prosecuting attorney would determine what is considered harmful material to a minor which makes it very subjective as what constitutes harmful is different for everyone. ILF's argument is that there are already laws in place to address this issue, and therefore there is no need for an additional law. Ms. Owens showed the Board the Library already has procedures in place for handling complaints to materials which is available to the public on the Library's website. Additionally, staff are working on some revisions to the policy and procedures. The bill will need to move through the Senate and if approved moved through the House. She will keep the board updated.

Ms. Owens reported that about \$1,100 worth of salvage was removed from the two remaining properties and the money was given to the Friends of the Library.

Ms. Owens was recently contacted by Tom Casey, City Planner about partnering with the city on a Healthcare Foundation Grant. The Library would be providing background information on the history of the city of La Porte, etc.

Legal Counsel

Anthony Novak reported that progress has indeed been made on the electrical installation at the Exchange Building. The legal descriptions have been drafted and they have received permission from Masonic Temple and the Rumely Apartments. Once that is all complete, installation can be completed.

Jim Kaminski reported that they have been working with the property owner and the Library on the appraisal process with regard to the property discussed at the January Executive session.

UNFINISHED BUSINESS

Exchange Building Progress

Ms. Owens reported that workers have been sanding the floors in the Exchange Building and those are coming along nicely. Casework is going in for cabinetry and counter tops. Plumbing to the building is pretty much complete. Glass is going in and painting is almost complete in the upper floor. Ms. Owens has given several departments a tour of the Exchange Building and a few board members. She invited any members who had not yet taken a tour to contact her to schedule a time.

Revisions to the LPCPL Responsible Bidder Resolution

Attorney Jim Kaminski reported that he and Anthony Novak met with Corey Campbell regarding revisions to this resolution. From their conversation, the issues

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of compliance were more from the contract than with the resolution form. This can be resolved by ensuring that the Construction Manager or General Contractor is responsible for choosing the subcontractors and verifying that the subcontractor meets the necessary requirements according to the Bidder Resolution. Therefore, their recommendation is not to amend the current resolution at this time.

Strategic Planning Process

Recommendation to Hire Consultant

Ms. Owens recommends that the Library Board accept Proposal #1 from Midwest Collaborative for Library Services for the purpose of completing a strategic plan, for a cost of not to exceed \$22,500. She feels this proposal is the better choice as it provides the development of a benchmarking report and a five year usage trends report. She also spoke with a colleague who has utilized the services of MCLS and was very pleased with their process.

Following discussion, Michelle Shirk moved and Corey Campbell seconded to approve the recommendation to hire Midwest Collaborative for Library Services for the purpose of developing a Strategic Plan for La Porte County Public Library in the amount not to exceed \$22,500.

President Ellison called for the vote by roll call.

Karen Ellison	Aye
Corey Campbell	Aye
Michelle Shirk	Aye
Marie Gilliland	Aye

Motion carried.

NEW BUSINESS

Request to send out request for Architect/Engineer Services

Ms. Owens is seeking permission from the Library Board to send out requests for Architect/Engineering Services for the development of the Library properties surrounding the Main Library.

Mrs. Ellison asked where this type of request is advertised. Ms. Owens explained that it is sent to a list of architectural firms and engineers from previous projects, as well as advertised on the Library's website and social media venues.

Marie Gilliland moved and Corey Campbell seconded to authorize Director Fonda Owens to send out requests for Architect/Engineering Services for the development of the Library properties surrounding the Main Library.

President Ellison called for the vote by roll call.

Karen Ellison	Aye
Corey Campbell	Aye

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Michelle Shirk Aye
Marie Gilliland Aye
Motion carried.

Recommendation to Revise Volunteer Policy

Corey Campbell moved and Marie Gilliland seconded to revise the Library's Volunteer Policy as follows:

La Porte County Public Library Volunteer Policy

Overview

The La Porte County Public Library encourages the teamwork of staff and volunteers to offer customers the best service possible. The purpose of the La Porte County Public Library Volunteer Policy is to clearly communicate the role and expectations of library volunteers and the library procedure for accepting, selecting, training and supervising volunteers.

Library volunteers add to the work of La Porte County Public Library. Library Volunteers enrich the Library's programs and services. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. Volunteers help the Library make the best use of its fiscal resources and contribute to sound working relationships with other community groups and organizations.

Definition of Volunteer

- For this policy, a library volunteer is defined as an individual who assists with regular work done at, or on behalf of, the La Porte County Public Library without promise, expectation or receipt of compensation for services rendered. They do not replace the work of staff.

Compensation and Benefits

- The Library does not provide any medical, health, or benefits for any volunteer.
- Nothing in this policy or in the volunteer's service to the Library shall create a contract or employment relationship between the volunteer and the Library.
- Both the volunteer and the Library have the right to end the volunteer's association with the Library at any time.

Responsibilities

- Upon the direction of the Volunteer Coordinator(s), volunteers have the opportunity to assist the staff with various tasks throughout the Library.
- All volunteers are considered to represent the Library while involved in Library activities, particularly when dealing with the general public.
- All volunteers will still be required to conform to all the rules and regulations of the Library paid staff.

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Recruitment

- Volunteers shall be recruited without regard to any individual's race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.
- Volunteer screening and placement is the responsibility of the Volunteer Coordinator(s) and additional supervisory staff.
- The Library cannot guarantee the placement of any person seeking to volunteer with the Library.
- Volunteers are selected based on their qualifications in relation to the needs of the Library. Volunteers are placed in positions best suited to their skills, interests and availability.
- The Library is not able to guarantee a position for each prospective volunteer and has the right to decline any application without cause.

Youth Volunteers

- The Library welcomes volunteer applicants at least 12 years of age or older.
- Volunteers age 17 and under must have written permission from a parent or guardian.
- Youth volunteers can earn Service Learning/Community Service hours per school district requirements.

Application & Review Processes

- All library volunteer applicants must complete a volunteer application form. Forms are available on the library's website.
- Applicants are interviewed for possible placement by the library's volunteer coordinator(s). When relevant, testing of applicants may be required to determine eligibility for assignment.
- Volunteer application forms will be kept on file for a period of three years.
- Volunteers 18 years or older must consent to a criminal background check as per the Library's Criminal Background Check Policy.
- Volunteer placement is contingent upon the outcome of this check.

Volunteer Work Assignments, Training, & Supervision

- Volunteers will not be scheduled until they have completed a library orientation and training and have reviewed all relevant library policies and procedures.
- A Library volunteer will be scheduled for assignments by the volunteer coordinator or designated library staff member.
- Typically, volunteers will be scheduled to work on a consistent schedule, depending on the library's needs.
- Volunteers should contact the volunteer coordinator before their assigned shift if they will be absent or tardy.
- A pattern of absences or tardiness may be cause for a volunteer to be excused from assignment.
- Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.

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- Volunteers must sign in to begin their work day and must wear Library volunteer badge during their shift.
- Volunteers are allowed access to non-public areas when not volunteering.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Corey Campbell	Aye
Michelle Shirk	Aye
Marie Gilliland	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

Marie Gilliland moved and Michelle Shirk seconded to adjourn the meeting.

President Ellison asked for the vote by roll call.

Vote taken by roll call:

Karen Ellison	Aye
Corey Campbell	Aye
Michelle Shirk	Aye
Marie Gilliland	Aye

Motion carried.

President Ellison adjourned the meeting at 7:04 PM.