

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

ATTENDEES

Karen Ellison – President
Michelle Shirk – Vice President
Corey Campbell
Dave Decker
Marie Gilliland
Scott Siefker

ABSENT

Gregg Fuhlenbrock – Secretary

ALSO IN ATTENDANCE

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

CALL TO ORDER

President Ellison called the meeting to order at 6:45 PM.

Karen Ellison called for a motion to amend the agenda to add item 5 (d) – Authorization to Proceed with Offer to Purchase Real Estate. Scott Siefker moved and Dave Decker seconded to amend the agenda as presented.

President Ellison called for the vote by roll call.

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

Motion carried.

President Ellison called for a motion to amend the agenda to add item 6 (d) – Collection Development Policy. Scott Siefker moved and Michelle Shirk seconded to amend the agenda as presented.

President Ellison called for the vote by roll call.

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

Motion carried.

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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 February 18, 2021 Board of Trustees Meeting

Manager Reports

Financial Report

Approval and Payment of Claims ---per APV Batch March 18, 2021

Corey Campbell moved and Scott Siefker seconded to approve the consent agenda as presented.

President Ellison called for the vote by roll call.

Karen Ellison Aye

Corey Campbell Aye

Dave Decker Aye

Marie Gilliland Aye

Michelle Shirk Aye

Scott Siefker Aye

Motion carried.

REPORTS

Director

Director Owens attended a progress meeting on March 16th for the Exchange Building project and will attend weekly meetings from this point forward as the target date for substantial completion by Larson Danielson has been set for mid-April. The paperwork for the easement has been signed and the hydro drilling has been completed as well as installation of the concrete pad. NIPSCO has not yet installed the transformer and has communicated a completion by date of May 7th. The elevator equipment is being installed. Permanent power is needed before it can be fully completed. Testing of various equipment such as the HVAC systems will also need to be done after permanent power is on.

Quotes for signage for the Exchange Building were sent out on March 18th to 10 vendors. Outdoor signage will need to be approved by the City and Ms. Owens informed the board that the City is in the process of updating their ordinance for outdoor signage in the downtown area.

The pre-bid submission meeting was held on March 5. The Director communicated to the prospective bidders about the Library's property boundaries on Harrison St. and that the Library does not own the remaining house on the Harrison St. side of the block.

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Ms. Owens reported that repairs to the Indiana Avenue stairs will be needed. Due to the extreme winter conditions experienced over the past few months, chunks of concrete where the stair railings are installed have cracked. Larson and Danielson examined the damage and informed Ms. Owens that repairs can be made but won't last. Head of Maintenance Dan Hunter has made some temporary repairs until a more permanent solution can be determined.

Ms. Owens also reported that she included the timeline for the Strategic Planning Process in the Board packet and would talk about that later in the meeting.

She reported on the repairs to the Mobile Classroom and Mobile Library and explained that both vehicle repairs are covered under warranty. The Mobile Classroom is expected to be returned the week of March 29th.

Ms. Owens reported that she is working with Kevin McGuire and other city representatives about internet access especially for students in residential areas. The hope is to persuade the La Porte School Corporation to install an antenna on the roof of the Administration Building (formerly Boston Middle School) to provide access in the neighborhood area. She also reported that both the city of La Porte and Michigan City have received funding from the COVID impact and the hope is that some of the funding can be used to increase internet access. Libraries are not on the list of governmental units to receive such funding.

Ms. Owens reported that the Library has been able to purchase additional hot spots which will allow for more internet access for customers.

Ms. Owens reported that she included in the board packet a folder with information on the equipment for the Exchange Building. She will also be bringing to the Board proposals for the hours of operation for the Exchange and whether to charge for certain supply items used in the Makerlab.

President Ellison asked if there were movable dividers for the Large Meeting Space in the Exchange Building. Ms. Owens explained that there are no divider walls. The set-up of the space is mainly for classroom instruction for the Makerlab.

Legal Counsel

Anthony Novak reported that the easement agreement with the Masonic Temple and has been completed, signed, and received. The Rumely Apartments group signed the agreement but did not have it notarized. He will be in touch with them to get this step completed. He reported that both parties had been very cooperative throughout the process.

Mr. Novak responded to some questions from the prospective bidders on the upcoming project regarding Public Works project definition and requirements.

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UNFINISHED BUSINESS

Election of Officers

Nominating Committee member Corey Campbell presented the slate of officers as follows:

President – Karen Ellison
Vice-President – Michelle Shirk
Secretary – Corey Campbell

President Ellison called for a motion. Scott Siefker moved and Dave Decker seconded to approve the slate of officers as presented.

President Ellison called for the vote by roll call.

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

Motion carried.

Michelle Shirk moved and Corey Campbell seconded to retain Cindy Lane as Treasurer.

President Ellison called for the vote by roll call.

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

Motion carried.

Receipt of Bids

Director Fonda Owens reported that a total of 4 bids were received and she opened the bids as follows:

Arkos Design:

Schematic Design Architectural/Design Services: \$ 23,500
DD-CA Architectural/Design Services: \$65,000 - \$100,000
Total \$88,500 - \$123,500

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MKM Architects:

\$9,000 for Conceptual and Schematic Design
Other fees of Design Development, Construction Documents, Bidding, and
Construction Administration are a percentage of total Project Cost

Larson Danielson Construction:

Construction Fee: \$48,750
Design and Engineering: \$53,463
Design Construction Total: \$827,213
Owner Costs: \$150,000
Project Total: \$977,213

Jones, Petrie, and Rafinski:

Site Construction Cost: \$1,250,000
Architectural Design Services: \$35,350
Site Design Services: \$99,100
Estimated Design Fee Total: \$134,450

Following the opening of the bids, Ms. Owens reported that legal counsel would evaluate the bids and prepare a spreadsheet outlining the bid responses. She recommended that the board schedule a special meeting to discuss the bids.

Strategic Planning Process

Ms. Owens reported that the timeline for the Strategic Planning Process is listed in the document provided in the board packet. She reported that it is recommended that the committee for this process have two to three Library Board members. Michelle Shirk asked what she is looking for from board members for this committee. Ms. Owens explained that much of the focus for this process may include much of what is going on in the community and across the nation such as diversity and inclusion, various literacies, etc. If a board member really desires to be on the committee, they should let her know within the next week. Ms. Ellison suggested that interested members email Ms. Owens.

Authorization to Proceed with Offer to Purchase Real Estate

Dave Decker moved and Corey Campbell seconded to approve authorization to proceed with an offer to purchase real estate.

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President Ellison called for the vote by roll call.

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

Motion carried.

NEW BUSINESS

2021 Nonresident Fee

Ms. Owens explained that each year upon completion of the Library Annual Report, the Library must calculate the Nonresident fee based upon Operating Fund expenditures per capita.

Scott Siefker moved and Dave Decker seconded to adopt the Resolution for Nonresident Fee as follows:

WHEREAS, IC 36-12-2-25 (c) requires that an individual nonresident fee be established for a local library; and

WHEREAS, the minimum fee that the board may set under the statute is the greater of the following: (1) The Library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries" or (2) Twenty-five dollars (\$25).

NOW THEREFORE BE IT RESOLVED, that the nonresident fee is hereby set at \$70.00 for an individual nonresident card; and

BE IT FURTHER RESOLVED that this fee will remain in effect until such time that the library board passes a new nonresident fee resolution.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 18th day of March, 2021 at which meeting a quorum was present.

President Ellison called for the vote by roll call.

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

Motion carried.

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Request to Add Positions

Ms. Owens explained that the request for two additional positions would be for staffing at the Exchange Building. She also included information regarding staffing levels over the last several years and that current positions are evaluated first and revised or relocated as needed. To best meet the needs of the organization, the recommendation for two additional positions is recommended.

Michelle Shirk moved and Corey Campbell seconded to approve the recommendation to add two Paraprofessional Team Lead positions as presented.

President Ellison called for the vote by roll call.

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

Motion carried.

Gift from the Kesling Foundation

Ms. Owens reported that the Library received a gift of \$10,000 in December of last year from the Kesling Foundation to be used for the needs of the Exchange Building. Ms. Owens spoke with Dr. Peter Kesling about using the monies towards creating some digital materials and archives that would include history of the Exchange building with possible interviews of local residents that worked at the old Telephone Company. She reported he was very receptive to the idea. Ms. Ellison commented that she thought it was a great idea and that efforts should be made to include Dr. Kesling in the grand opening plans for the Exchange Building and to recognize his gift and local community efforts.

Collection Development Policy

Dave Decker moved and Corey Campbell seconded to approve the Collection Development Policy as follows:

La Porte County Public Library Collection Development Policy

This policy sets criteria for La Porte County Public Library's collections, including the use, selection, and management of materials both physical and digital.

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Philosophy

La Porte County Public Library takes a community-driven approach to the collection development process. Community-driven collections create a collaborative process between community members and library staff. To achieve community-driven collections, library staff not only use data to drive decision making, but also factor in results from customer interactions, staff observations, and input from community partners. The Library strives to provide materials representing diverse viewpoints, in order to be the best source for accurate information within our community. We recognize some materials may be considered controversial and may offend some users. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the Library's adherence to the principles of intellectual freedom.

The Board of Trustees of the Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. The Library uses the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement as support for balance in collection development](#).

The Board of Trustees delegates the development of the collection to the Director, who oversees the process conducted by the Administrative Team, librarians, and other appropriate staff.

Staff who perform collection development duties are required to attend professional development trainings to maintain appropriate certification/licensing and remain current on industry trends.

Scope of the Collection

LPCPL's collections focus on materials that will meet the needs and interests of a wide audience of customers – including materials of contemporary significance and permanent value. We want to be the community's first source of practical information and fuel lifelong passion for reading and learning. The Library encourages customer suggestions of items to be included in the collection. Customer recommendations are evaluated by the same selection standards used for all library materials.

LPCPL materials are distributed across several locations including the Main Library, branch locations, mobile library, and online. Items can be requested for use at another LPCPL location. Main Library collections are meant to offer a broad choice of materials to meet the diverse needs of all users. Collections at branch locations are intended to

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be browsing collections with current and popular materials that meet the interests of the communities that branch serves.

Material of a scholarly, academic, or highly specialized nature may not meet selection criteria. Interlibrary loan (ILL) provides access to specialized materials available only in other libraries. LPCPL participates in SRCS, Indiana's Statewide Remote Circulation Service, to provide ILL service.

The Library supports student learning at all academic levels with supplementary materials for reading or reference use by individuals. Materials for curriculum support are provided according to selection criteria and are intended to be supplemental materials for classroom instruction. The Library does not purchase locally adopted textbooks. Multiple copies of a single title for classroom use are not guaranteed.

Library of Things

The Library collects non-traditional circulating materials that are within the scope of LPCPL's collections. These tools, technology, equipment, or kits may be used in support of community partnerships or initiatives. Library of Things collections are managed using the selection standards and processes outlined in this policy.

Use of Library Materials by Minors

The responsibility for reading, listening, viewing, and using library materials and equipment by minors rests with their parents or legal guardians. The youth and teen collections at all library locations will be shelved in age appropriate sections designated for them.

Materials Budget

The materials budget is set annually to meet or exceed Indiana State Library Standards. The materials budget is recommended by the Director and approved by the Library Board of Trustees through the budget process.

Managing the Collection

Standard selection resources are used to identify items for purchase including reviews from professional journals, catalogs, and relevant websites. The Library acquires materials in a variety of formats, to provide for the evolving needs and expectations of the community. The Library uses data and industry trends to decide when to add new formats to the collection and when to discontinue formats from the collection. LPCPL maintains high quality, accurate, and current collections through regular selection, inventory, and weeding. Materials that are outdated, no longer in demand, or physically worn out are discarded from the collection. Inventory and weeding are ongoing

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processes at all locations. Discarded materials are given to the Friends of the Library in accordance with IC 36-12-3-5.

Donations

Donations of works that are self-published or by local authors are accepted and considered for inclusion in the collection with the understanding that they may not be added to the collection and are subject to the same collection management guidelines as all materials. Items that are not added to the collection are given to the Friends of the Library.

Internal Review of Materials

Periodically, materials must be reviewed based on content. This may be part of an audit, regular weeding project, or on an as needed basis. The following criteria will help us define poor content when reviewing materials internally:

- Outdated and obsolete information.
- Inaccurate or false information.
- Topics that are no longer of interest or are a part of outdated popular culture.
- Mediocre writing style.
- Superseded editions.
- Material that contains biased, racist, or sexist terminology or views.

After reviewing materials one of the following decisions will be made with approval from the Director:

- Retain in the collection
- Move to a new collection
- Remove from the collection

Requests of Reconsideration

The Library accepts public requests for reconsideration for the review, relocation, or exclusion of any library material. Requests and items are reviewed and evaluated according to the selection standards used for all library materials.

President Ellison called for the vote by roll call.

Karen Ellison	Aye
Corey Campbell	Aye
Dave Decker	Aye
Marie Gilliland	Aye
Michelle Shirk	Aye
Scott Siefker	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. There were none.

ADJOURNMENT

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

Motion carried.

President Ellison adjourned the meeting at 7:48 PM.