

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES JUNE 17, 2021

ATTENDEES

Karen Ellison – President
Michelle Shirk – Vice President
Marie Gilliland
Scott Siefker

ABSENT

Corey Campbell – Secretary
Dave Decker
Gregg Fuhlenbrock

ALSO IN ATTENDANCE

Fonda Owens – Director
Anthony Novak - Legal Counsel
Cindy Lane –Treasurer
Ann Shaffer – Accounting Professional

CALL TO ORDER

President Ellison called the meeting to order at 6:34 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 May 20, 2021 Board of Trustees Meeting
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch June 17, 2021

Scott Siefker moved and Marie Gilliland seconded to approve the consent agenda as presented.
The vote was taken and the motion carried.

REPORTS

Director

Director Fonda Owens updated the status of the Exchange building. Moving of furniture and equipment took place in late May and equipment and furnishings are in the process of being set up. The keypad locking system has been experiencing technical glitches and is currently in the process of being repaired. The Epilog exhaust system will be installed the week of June 21st. There have been an issue with condensation from the HVAC rooftop units which is being addressed. The tentative soft opening is scheduled for June 28, 2021. Communications Manager Staff are working on promoting the opening, including appearances on radio programs and scheduling tours with members of the community.

The public health emergency is scheduled to end on June 30, 2021. The Library will continue to follow the CDC guidelines for mask wearing. Curbside delivery and hybrid programming will also continue. Staff will be allowed to continue to use emergency sick pay (FFCRA) for getting the COVID vaccine or taking their children to get the vaccine through September 30.

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Ms. Owens, Ann Shaffer and Cindy Lane attended the annual budget workshop in May. Ms. Owens will begin the budget process in early July.

Legal Counsel

Anthony Novak reported that the La Porte County Council at their next council meeting on June 28 will make an appointment to the Library Board to complete the term to complete the term of Gregg Fuhlenbrock.

Mr. Novak also reported that the owners of 805 Harrison and 1012 Maple Ave have been issued letters regarding the outstanding property taxes.

UNFINISHED BUSINESS

Strategic Planning Update

Director Owens reported that the Library board received the report from MCLS which she shared with the Board. She referenced the one page summary that highlighted the initiatives, core values, and vision statement. Scott Siefker commented that the report and process was very well done and applauded all who were involved in the process.

Design Firm – Concept Drawings

Chris Chockley from Jones, Petrie, and Rafinski presented conceptual site plans based on information from the request for quote and staff input. They would like to start the process for parking lot bids so the project can start by this fall. They would also like to get the repairs to the Indiana Avenue steps completed this year. The garden and maintenance building would start next spring. Conversations with the Friends of the Library board and Noguchi representatives will help in the garden design process.

Recommended Revision of Board Bylaws

Michelle Shirk moved and Scott Siefker seconded to approve the revisions to the Library Board of Trustees Bylaws as presented. The vote was taken and the motion carried.

NEW BUSINESS

Recommendation for Increasing Custodial Position Hours

Michelle Shirk moved and Marie Gilliland seconded to approve the recommendation to change the part-time (15 hours per week) custodial position to full time (40 hours per week). The vote was taken and the motion carried.

Discussion of Fees for Consumables at the LPCPL Exchange

Director Fonda Owens requested direction from the board regarding fees to be charged for consumables at the Exchange. Susan Bannwart explained the process of learning how to use the Maker equipment and at what level consumables would be used. The consensus of the board is to not charge for consumable maker materials. Scott Siefker moved and Michelle Shirk seconded to abolish all current makerspace consumables fees. The vote was taken and the motion carried.

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Recommendation for Changes to Room Use Fee Schedule

Michelle Shirk moved and Marie Gilliland seconded to approve the changes in the Room Use fee schedule as follows:

LPCPL Exchange Meeting Room (no kitchenette)	\$15
LPCPL Exchange Classroom	\$50
Main Meeting Room A	\$15
Main Meeting Room B	\$30

The vote was taken and the motion carried.

Request to Establish Fee for New Laminator

Scott Siefker moved and Marie Gilliland seconded to approve the establishment of a laminator fee of \$.25 per foot (length) as presented. The vote was taken and the motion carried.

Request to Create Launchpad Loan Rule

Scott Siefker moved and Michelle Shirk seconded to approve the Launchpad Loan Rules as follows:

Adult Launchpads can be checked out by the following customer accounts: Adult; Teacher; Youth Limited; Outreach; PLAC; Fee Card.

Youth Launchpads can be checked out by the following customer accounts: Youth Limited; Student Limited; Student Unlimited; All account types able to borrow adult Launchpads

The following applies to both:

- Two week checkout
- Two renewals, if no one else is waiting
- Requestable
- Only one device per account
- Fines: \$0.15 per day/\$5.00 maximum
- Replacement cost: \$125.00

Launchpads will also be added to Play, Grow, Read! Spaces systemwide. Preschool account types will not be able to check out Launchpads at this time. However, they will be able to use these tablets while at the Library. Launchpads will not be loaned through interlibrary loan.

The vote was taken and the motion carried.

Recommendation for Revision to the Dress Code

Marie Gilliland moved and Michelle Shirk seconded to approve recommended revisions to the employee dress code as presented:

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Grooming and Attire Policy

We trust our employees to make sensible decisions about what they wear to work allowing for respectful expression and individualism while making customers feel welcome, represented and confident in our staff.

POLICY INTENT

To provide general guidelines for appropriate grooming and attire in the workplace. This policy applies to staff working during all work hours.

Employees must take responsibility for selecting and wearing appropriate clothing. If the employee has any hesitation about whether an outfit would be appropriate to wear to work, it's best to not wear it.

The immediate supervisor may instruct employees who do not meet the standards of this dress code to take corrective action, including leaving the workplace to change clothes. Any work time missed because of failure to comply will be make up by using PTO. If no PTO is available the employee will not be compensated for time missed.

LPCPL Brand Image

The library issued employee identification badge must be worn at all times on the front of the body between the shoulder and the hip. The identification badge may be worn with the staff lanyard or clipped visibly to a piece of clothing with the LPCPL branded clip. Staff may not alter their identification badge.

Personal expression

Employees are encouraged to bring their whole self to work. These guidelines are intended to be conducive to authenticity.

Employees may observe religious dress and grooming practices.

Expression of political views, support or criticism of a political candidate or ballot measure is prohibited. Sexually explicit, profane, violent, and drug and alcohol related messages and images are prohibited. Prohibited images and language are not permitted in any form.

Health and Safety

Attire must contribute to a safe work environment. Footwear must be safe and well-maintained. Wear appropriate Personal Protective Equipment (PPE) when necessary or as directed. PPE can include safety glasses, gloves, back support devices, hats, etc. This list is not intended to be exhaustive.

Examples of Acceptable Attire (this list is not exhaustive)

- Casual or dress shirt; or, blouse, polo shirt, t-shirt, sweater, or sweatshirt
- Skirts, pants, and dresses; jeans (no holes); shorts(knee-length)
- Leggings may be worn with a tunic-length top (hem of the top must be at finger-tip length when arms are straight down by side)
- Attire with LPCPL logo or promoting a LPCPL program or event
- Attire generally promoting libraries and reading
- Clothing with a small logo
- Multi-layer face covering

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Examples of Unacceptable Attire (this list is not exhaustive)

- Clothing that is frayed, torn, stained or soiled
- Clothing that reveals midriff, is excessively short, see-through, revealing, or exposes undergarments
- Excessively casual attire such as sweat pants, athletic shorts, exercise clothes or pajamas
- Flip-flops, open-toed shoes and sandals or other lightweight footwear that won't protect feet from falling books, wheels or other heavy items. These types of footwear may also cause a tripping hazard when working in an area that could present such a hazard

Jewelry/Tattoos/Piercings

Tattoos, piercings, and jewelry are permissible. Dangling or easily snagged jewelry should be minimal for those working in areas where they could be a hazard, such as getting snagged in equipment or grabbed by a patron. Tattoos that contain prohibited messages or images as specified above must be covered.

Hair and Hair Products

Black, Indigenous, and People of Color (BIPOC) hairstyles, hair that's in a natural state, dreadlocks, braids, afros, hair adornments/hijabs, and any other cultural/religious specific hairstyles or attire are welcomed. Hair products that are necessary for the health of certain hair types are permissible. Hair coloring is also permitted.

Fragrances

Sensitivities to chemicals, scents and/or heavily scented products can affect us all very differently. For some, it can cause things like allergic reactions, headaches, difficulty breathing, dizziness and skin rashes. To be considerate of the health and comfort of those within our workplace who may experience chemical sensitivities, employees should refrain from using items such as:

- Heavily scented perfumes/cologne/after shave and /or soaps
- Heavily scented hand/body lotion and hair products
- Other heavily scented products

In the event an employee is in need of a work place accommodation regarding sensitivities to chemicals, scents and/or heavily scented products, they are encouraged to contact Human Resources for consultation on the Americans with Disabilities Act (ADA) process.

Personal Hygiene

Employees are expected to maintain personal hygiene that limits body odors. Employees are expected to wash their hands with soap and water after smoking, eating, or using the restroom.

Special Occasions

Employees may wear sports team clothing on the day of a sporting event and football fan attire on Fridays during football season.

The Library Director may announce special occasions on which special attire may be worn, i.e. Halloween. All such special attire (costumes) must follow the acceptable attire guidelines. Requests by staff to observe a special event may be submitted via email to the Library Director for consideration.

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Accommodations

We welcome requests for accommodations to this grooming and attire policy based on disability or religion. Contact Human Resources to request an accommodation.

This policy supports the following library strategic priorities:

La Porte County Public Library (LPCPL) is committed to inclusive cultural and religious dress customs. The goal of the policy is not only to provide acceptable guidelines for work wear but to demonstrate LPCPL's commitment to fostering a safe workplace where all employees are able to bring their whole self to work, and feel valued and accepted.

LPCPL is also committed to being active and engaged in community hubs. In order to keep, and increase, public trust in LPCPL staff as competent information specialists, it is important for LPCPL employees to maintain an acceptable appearance. It is LPCPL's goal that no matter the customer demographic or background experiences, all customers should feel comfortable in approaching and conversing with LPCPL staff, and participating in Library services.

The vote was taken and the motion carried.

Transfer to LIRF

Scott Siefker moved and Marie Gilliland seconded to approve the resolution to transfer to LIRF as presented:

**RESOLUTION TO TRANSFER TO
LIBRARY IMPROVEMENT RESERVE FUND**

Whereas, it has been determined that the amount budgeted for transfer from the Operating Fund for 2021 to the Library Improvement Reserve Fund in the amount of \$100,000 is available for transfer.

Now, therefore, be it resolved by the Board of Trustees of La Porte County Public Library, La Porte County, La Porte, Indiana, that the amount of \$100,000 be transferred to the Library Improvement Reserve Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same to further the projects of La Porte County Public Library.

Transfer From	Operating Fund	\$100,000
Transfer To	Library Improvement Reserve Fund	\$100,000

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted on this 17th day of June 2021, by the following aye and nay vote.

The vote was taken and the 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

Scott Siefker moved and Marie Gilliland seconded to adjourn the meeting at 8:00pm.