

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES May 20, 2021

ATTENDEES

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

ABSENT

Scott Siefker
Gregg Fuhlenbrock

ALSO IN ATTENDANCE

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

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 April 15, 2021 Board of Trustees Meeting
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch May 20, 2021

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

REPORTS

Legal Counsel

Anthony Novak reported that he worked on the Exchange exhaust solution with Director Owens, MKM and Larson Danielson.

Mr. Novak also worked with Accounting Professional Ann Shaffer on real estate back tax issues regarding a couple of the properties recently purchased by the Library.

Mr. Novak reported that new legislation had passed regrading virtual public meetings, and he will share information later on in the meeting under Agenda item 6c.

Jim Kaminski reported that he will speak about the design contract later in meeting under agenda item 5b.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES May 20, 2021

Director

Director Fonda Owens reported that staff began moving items to the Exchange building from the Main Library. New furniture has also been delivered and installed. A few punch items are needed to be completed – carpet finishing, installation of a missing door, and touch up painting. The elevator is in working order and the emergency phone has been tested. It is still not cleared for use until the inspection by the State Elevator Inspector has been completed. That will happen on May 28, 2021 at 8:00 AM. The Library did receive a temporary certificate of occupancy.

A plan for the exhaust system for the laser cutter machine has been decided and a solution for installation is being worked out.

Anthony Novak added that the need for an exhaust system was clearly missed in the construction project and he has sent an email to MKM asking them to provide an explanation.

Ms. Owens also reported that the Strategic Planning process has been going well. The committee meeting is scheduled for May 24th. An Electronic version of the report processed by MCLS has been sent to the Library Board members.

Ms. Owens reported that staff will continue to wear masks until the end of May. Ms. Owens may bring to the next meeting for discussion other Emergency Response topics such as FFCRA.

UNFINISHED BUSINESS

Strategic Planning Update

Director Owens reported that the Committee will meet next Monday, May 24th, which will be in person and facilitated by MCLS. A follow up meeting will take place on June 3rd that will take all the data and compile it into a work plan of key initiatives. A full plan may be ready for consideration at the July Board meeting.

Contract for Design Firm

Jim Kaminski reported that he reviewed the contract terms for services with Jones, Petrie, and Rafinski, and recommends that the Board authorize Director Fonda Owens to sign the contract. He also reported that in addition to the original services, an additional project of repairing the front steps of the Main Library has been added. Mr. Kaminski noted that embedded into the contract is that all contractors and sub-contractors meet compliance requirements with the responsible bidder resolution. He also reported that JPR will be on site once per month during construction.

Corey Campbell moved and Marie Gilliland seconded to authorize Director Owens to sign the contract for services with Jones, Petrie, and Rafinski as presented. The vote was taken and the motion carried.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES May 20, 2021

NEW BUSINESS

Recommendation for Health and Life Insurance Benefits

Craig Menne from GIS summarized the proposed recommendation from Library management to renew health coverage with United Health Care and dental coverage with Principal. He noted that the vision coverage with EyeMed is in its third year of a three year cycle of coverage and so premiums and coverage remain the same. Mr. Menne explained that they reviewed quotes from both Anthem and United Health Care. Anthem was lower but had a much higher out of pocket cost. UHC offers to renew both plan offerings with a 4% increase in cost. Mr. Menne reported that the library staff has responded very well to the benefit of having access to Wellporte and he commended the Board for contracting with Wellporte as a smart investment to go along with the health benefit offerings.

Michelle Shirk moved and Marie Gilliland seconded to approve the recommendations for renewing the Library's group health plans with United Health Care's Choice + and CORE plans at a 4% cost increase, and Dental and Life insurance benefits with Principal at a 4% cost increase as presented. The vote was taken and the motion carried.

Resolution for Section 125 Cafeteria Plan

Craig Menne reported that this plan allows staff to pay their premium and HSA contributions on a pre-tax basis. Corey Campbell made a motion to approve the resolution for the Section 125 Premium Only Plan as presented and Dave Decker seconded. The vote was taken and the motion carried.

Recommendation Revision of Board Bylaws

Director Owens presented information regarding HEA 1437 regarding Library Board members attending meetings electronically. The new legislation is effective July 1, 2021. Following discussion, Corey Campbell moved to table the motion until the July Library Board meeting. Michelle Shirk seconded the motion. The Vote was taken and the motion carried.

Open Board Position

Anthony Novak reported that Library Board member, Gregg Fuhlenbrock has not attended the last 6 board meetings. Mr. Novak reported numerous attempts have been made to reach Mr. Fuhlenbrock via phone calls, emails, and letters, with no response. Therefore, Mr. Novak sent a letter to Mr. Fuhlenbrock citing the statute that explains that his absences now creates a Board vacancy. He further explained that when such a vacancy exists, the Secretary of the Library Board must notify the appointing body. For this Board appointment it is the County Council. Mr. Fuhlenbrock's remaining term is 3 and a half years. Mr. Novak recommended that Secretary Corey Campbell notify the

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES May 20, 2021

County Council of this vacancy. Corey Campbell moved and Michelle Shirk seconded to have Secretary Corey Campbell notify the appointing body, La Porte County Council. The vote was taken and the motion carried.

Recommendation for Elimination of Fee for Faxing

Marie Gilliland moved and Corey Campbell seconded to approve the elimination of charging a fee for faxing as presented. The vote was taken and the motion carried.

Exchange

Establish a Cash Base

Michelle Shirk moved and Corey Campbell seconded to approve establishing a cash base for the LPCPL Exchange of \$20.00. The vote was taken and the motion carried.

LPCPL Exchange Makerspace Policy

Dave Decker moved and Corey Campbell seconded to approve the LPCPL Exchange Makerspace Policy as follows:

LPCPL Exchange Makerspace Policy

La Porte County Public Library Makerspace is a collaborative community space for anyone who has an interest to meet up, learn, create, and make. Instruction, hands-on experiences, and tools are provided to design, engineer, fabricate, and learn.

Makerspace Use

- The makerspace may be used by anyone ages 8 – adult
- Children under the age of 12 must be accompanied by a responsible adult at all times
- Some equipment requires training before use. Makers age 12 and up can use this equipment after successfully completing the online training, and attending an equipment orientation
- A signed waiver form is required for all makers
- The maker must follow the safety guidelines listed in the Exchange Manual and use all equipment in a safe and proper manner
- The maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use and notify a LPCPL staff member
- The Library may require proof of identity to verify that maker credentials have not been shared to a non-certified user
- Staff reserve the right to restrict access at any time due to a person's disregard of safety, impairment, misuse, or disruption of another's use

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES May 20, 2021

- Staff assist with safety, troubleshooting, and file preparation, and design or equipment roadblocks but cannot be assistants; each person is responsible for the execution of their own project

Makers may temporarily lose access and/or require retraining on equipment if they:

- Cause the equipment to be out of service
- Do not follow the equipment usage guidelines
- Demonstrate a lack of basic knowledge required to use the equipment
- Act in a way that poses a safety hazard to themselves or others
- Violate the Code of Conduct or Computer Use Policies or other applicable library policies

For the safety of yourself and others, adhere to the following safety standards:

1. Dress appropriately, no loose fitting clothing, tie back long hair and hoodie strings, wear closed toe shoes
2. Safety glasses are to be worn around all woodworking equipment and power tools;
3. Wear ear plugs and dust masks when appropriate
4. Ventilation and dust collection systems are installed with laser cutting, wood turning, 3D printing, and soldering equipment; please insure that they are turned on and your equipment's blast gate is open if applicable
5. First aid kits, fire extinguishers, and eyewash stations are available in the makerspace
6. Never leave equipment you are operating unattended and always clean your space after use

Makers must not create anything that is:

1. Prohibited by local, state, or federal law
2. Unsafe, harmful, or dangerous, including weapons
3. Obscene or otherwise inappropriate for the Library environment
4. Violates another's intellectual property rights. For example, the 3D printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection

LPCPL is not responsible for defects or the quality of workmanship of any of the tools, materials, or equipment supplies by LPCPL, or for the quality or condition of a maker's project.

Other applicable Library policies apply

The vote was taken and the motion carried.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES May 20, 2021

Recommendation for Open Hours

Corey Campbell moved and Dave Decker seconded to approve hours of operation for the LPCPL Exchange year round as follows:

Monday thru Thursday	10:00am to 8:00pm
Friday	10:00am to 2:00pm
Saturday	11:00am to 5:00pm

The vote was taken and 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 Michelle Shirk seconded to adjourn the meeting at 7:52pm.