

LA PORTE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES NOVEMBER 18, 2021

**CALL TO ORDER**

President Karen Ellison called the meeting to order at 6:43 PM.

**ROLL CALL**

**Present**

Karen Ellison – President  
Corey Campbell – Secretary  
Dave Decker  
Dara Jeffries

**Absent**

Michelle Shirk – Vice-President  
Marie Gilliland  
Scott Siefker

A quorum was present to conduct the business of the Library.

**Also in Attendance**

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

**CONSIDERATION OF THE AGENDA**

There were no changes to the agenda.

**PUBLIC FORUM**

President Karen 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 October 28, 2021 Meeting for the Adoption of the 2022 Budget  
Minutes of the October 28, 2021 Board of Trustees Meeting  
Manager Reports  
Financial Report  
Approval and Payment of Claims ---per APV Batch November 18, 2021

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

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**REPORTS**

**Director**

Director Owens reported that progress is being made on the parking lot construction at the Main Library. The current projected completion date is of year-end.

Opening of the bids for the WIFI Garden and Maintenance Building is scheduled for Tuesday, November 30<sup>th</sup> at 1:00 PM.

The Noguchi November event on Wednesday, November 17<sup>th</sup> was very successful. There were about 75 community and committee members present for the evening's events which included the unveiling of the Noguchi mural, guest speakers on Noguchi's life and work, and announcement of the winners of the art contest.

Director Owens distributed a flyer from the Friends of the La Porte County Public Library promoting their fund-raising efforts for Tech Pak back packs, summer reading program, and STEAM camps.

**Legal Counsel**

Attorney Anthony Novak reported that he has spent time over the last month with work on the Director's review process and worked with Fonda Owens on updates to policies which will be presented for board approval later in the meeting.

**UNFINISHED BUSINESS**

**Recommendation to adopt changes to the Board of Trustees Bylaws**

Corey Campbell moved and Dave Decker seconded to amend the Board of Trustees Bylaws, Article III, second paragraph, to say, "The Board of Trustees shall complete an annual performance review of the Director". The vote was taken and the motion carried.

**NEW BUSINESS**

**Request to contract for Architect Services for Capital Projects in 2022**

**Project List Update**

Director Owens reviewed with the Library Board the Library System Improvements timeline and identified projects to work on going forward into 2022 and 2023, and that some of the major projects would need architectural services.

Dave Decker moved and Corey Campbell seconded to authorize the Director to contact Jones, Petrie, and Rafinski regarding architectural services for certain items on the Library System Improvements list. The vote was taken and the motion carried.

**Recommendation for changes to Educational Expense Reimbursement Policy**

Corey Campbell moved and Dara Jeffries seconded to approve the Educational Expense Reimbursement Policy as presented:

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**EDUCATIONAL REIMBURSEMENT POLICY**

**General Terms**

Employees who are required as a condition of employment to obtain certain certifications or licensures, including but not necessarily limited to a Master of Library Science Degree, Library Certification, For Hire Endorsement, or Notary Public, may be reimbursed up to Two Thousand Dollars (\$2,000.00) in a calendar year for all or a portion of the costs incurred related to obtaining or maintaining such certification or licensure pursuant to this policy.

Each year, the Library Administration shall determine the amount of funds allocated for educational reimbursement. Educational reimbursement is expressly contingent upon the Library's budgetary constraints in a given year.

To qualify for educational reimbursement, a course must be related to the employee's current job duties or a foreseeable-future position in the organization, which is determined by the Library, in the Library's sole discretion. Requests to take a course shall be submitted to Human Resources prior to enrollment.

The following does not qualify for educational reimbursement: i) books; ii) meals; iii) travel; iv) compensation for time expended taking the course; and v) reimbursement of tuition and required fees that are paid by state and federal education grants or scholarships.

If the request for educational reimbursement is approved, the employee may then enroll in the Course and, except as provided for Notary Certifications in Section 3, shall pay the applicable tuition fee. An employee shall not receive reimbursement until the employee submits the following to Human Resources: i) proof of payment; ii) successful completion of all course requirements; and iii) a passing grade, credit, certificate, licensure, or endorsement from such course. An employee that does not receive a passing grade/credit is not eligible for educational reimbursement.

While educational reimbursement is expected to enhance employees' performance and professional abilities, the Library cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

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Attendance at the course(s) shall not conflict with the employee's work hours unless the employee's supervisor approves a schedule adjustment in writing before registering for the course(s). Employees are expected to work a full workweek, even if the work schedule is adjusted to accommodate a class schedule.

The Library is not responsible for any tax consequences of educational reimbursement, and not taxes will be withheld from any educational reimbursement payment. Employees are encouraged to contact a tax professional to discuss potential tax implications related to such reimbursement.

Participation by employees in educational reimbursement courses in accordance with this policy shall not affect the employee's status as an "At Will" employee. Further, if an employee resigns or is terminated involuntarily by the Library for any reason other than a reduction in force (layoff), the employee shall no longer be eligible for educational reimbursement for courses taken prior to such resignation or termination.

**Master of Library Science Degree of Library Certification**

In addition to the requirements in Section 1, to qualify for educational reimbursement related to a Master of Library Science Degree or Library Certification, courses must be taken at a school accredited by a nationally recognized accrediting association.

All courses must be one term in duration and must result in academic credit towards a Master of Library Science Degree and Library Certification.

**For Hire Endorsement and Notary Public**

In addition to the requirements in Section 1, to qualify for educational reimbursement related to a "For Hire Endorsement" or "Notary Public", employees must take the trainings or tests recognized by the appropriate state agency.

For Notary Public certifications, employees must register for the training through the State of Indiana's Notary Training platform. The Library will pay for the registration and notary fees pursuant to the Library's procedures for Notary certifications.

The vote was taken and the motion carried.

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**Recommendation for changes to Attendance at Conference Policy**

Dave Decker moved and Corey Campbell seconded to approve the Attendance at Conference Policy as presented:

**POLICY NAME: PROFESSIONAL DEVELOPMENT POLICY**

**General Terms**

The La Porte County Public Library (the “Library” or “LPCPL”) recognizes business meetings, seminars, conferences, professional memberships, and other professional development functions such as staff in-service day trainings and other required training (hereafter individually a “Professional Development Activity” or “PDA”) are opportunities for learning, exploring new ideas, and for finding new ways to enhance customer services. Participation in PDAs contributes to the professional development of the employee while furthering the vision, mission, and the goals of the Library as a service organization. Employees are encouraged to join and become active in a professional association related to their job responsibilities.

All LPCPL employees are eligible to participate, and in some instances are required to participate, in PDAs. An employee may be eligible for reimbursement of costs related to a PDA, provided such PDA relates to the employee's current job duties or a foreseeable-future position in the organization, as determined by the Library, in the Library's sole discretion.

Each year, the LPCPL shall determine the amount of funds allocated for PDAs, with reimbursement to an employee being expressly contingent upon the LPCPL's budgetary constraints each year. For PDAs requiring overnight stays, the LPCPL Director may authorize payment for registration and conference sponsored meals or other events, lodging during the conference, and transportation costs. Additional meals and expenses incurred in attending a conference are the employee's responsibility.

**Conference and Workshop Attendance**

Employees must complete a Professional Development Activity request form to attend both fee based and free conferences and workshops. Requests shall be submitted for approval to an employee's supervisor and/or the Director, as applicable. To be eligible for reimbursement, all requests must be submitted and approved prior to attendance at the PDA.

If approved, registration, travel, and hotel reservations must be completed using a Library credit card, whenever possible. Receipts must be turned into the Business Office when the credit card is returned. If the employee instead pays for such expenses, the Library may reimburse the employee. Itemized receipts must be provided with requests for reimbursement. Sales tax is excluded from reimbursement.

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If approved, Library employees may be reimbursed up to Fifty-Five Dollars (\$55.00) per day for meals not covered by PDA registration fees, itemized receipts must be provided with requests for reimbursement. Sales tax or purchase of alcoholic beverages is excluded from reimbursement.

An Employee authorized to attend a PDA is considered to be on work time, up to eight (8) hours per day of the PDA or up to forty (40) hours per week. The daily hours may include travel time to and from the PDA location.

**Professional Membership Reimbursement**

Employees desiring to become a member of a job-related professional organization must complete a PDA request form and submit the same for approval by the employee's supervisor or the Library's Director, as applicable. Paperwork associated with the request must be attached.

An employee must coordinate membership enrollment and payment to the organization. This includes either requesting a library credit card to join and pay online or submit paperwork to the Purchase Agent for payment by check. For more information, please see Procedures for Completing Professional Development Request Form.

The vote was taken and the motion carried.

**2022 Holiday Schedule**

Dave Decker moved and Corey Campbell seconded to approve the 2022 Holiday Schedule as follows:

**2022 Schedule**

New Year's Day	January 1
President's Day	February 21
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Veteran's Day	November 11
Thanksgiving Day	November 24
Christmas Eve Day	December 24
Christmas Day	December 25

**Early Closing 2022**

Close all locations at 5:00 PM. Staff do not receive holiday pay for this day. Schedules are adjusted to allow staff to work their full hours for the week.

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Thanksgiving Eve                      November 23  
New Year's Eve                         December 31

**All Day Closing**

Staff In-Service Day                      October 10

The vote was taken and the 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 Dara Jeffries seconded to adjourn the meeting at 7:17 PM.  
The vote was taken and the motion carried.