

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES SEPTEMBER 23, 2021

CALL TO ORDER

President Karen Ellison called the meeting to order at 6:30 PM.

ROLL CALL

Present

Karen Ellison – President
Corey Campbell – Secretary
Marie Gilliland
Scott Siefker
Dara Jeffries

Absent

Michelle Shirk – Vice President
Dave Decker

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

Scott Siefker moved and Corey Campbell seconded to add Consent Agenda Item 5 E “Minutes of the September 3, 2021 Opening of Bids for Parking Lot and Stair Replacement Projects”. The vote was taken and the motion carried.

PUBLIC FORUM

President Karen Ellison called for questions or comments from the public. Julie West Schroeder, founder of the Play for Jake Foundation, spoke to the Library board about Play for Jake Foundation and then presented to the Library a brand new AED to be used on the Library’s Mobile Classroom.

CONSENT AGENDA

President Ellison called for a motion to approve the consent agenda as follows:

Minutes of the August 19, 2021 Board of Trustees Meeting
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch September 23, 2021
Minutes of September 3, 2021 Opening of Bids for Parking Lot and Stair Replacement Projects

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

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REPORTS

Director

Director Fonda Owens reported signage at the Exchange was installed and work continues with the City to install the Pagoda Bells. The grand opening celebration will be on October 4th beginning at 5:00 PM. Mayor Tom Dermody, County Council President Randy Novak, State Representative Jim Pressel and staff from MKM are planning to attend. Unity Foundation Executive Director, Maggi Spartz will make a video to be played during the event.

Scott Siefker asked if there were plans to order a plaque for the Exchange building. Ms. Owens responded that it is something that could be looked into in the future.

Director Owens also reported that she has been working on the Library's Strategic Plan, the 2022 Budget and the Parking Lot and Stair Replacement Bids, of which more details will be presented later in the meeting.

The Noguchi committee has been working on planning various activities for Noguchi November. Local high school students will participate in an art contest as part of the month long event.

The Waterways Exhibit at Rolling Prairie Branch will conclude on September 27th. To date, 250 people physically attended the exhibit at the branch and over 900 viewed online.

The Library Standards and Certification Committee is finishing up their review of the current standards for Librarian certification. Their focus was to revise the standards to provide more opportunities for Librarians to earn certification credits.

Ms. Owens announced that there are new requirements from the Indiana Archives and Records Administration that have classified board meeting minutes as a permanent and critical record and therefore must be transferred to a microfilm which is still the most reliable form of preserving records. This requirement will be applied to all minutes from the beginning of the organizations existence.

Legal Counsel

Attorney Anthony Novak reported work done on bid projects and personnel issues.

UNFINISHED BUSINESS

Strategic Planning Recommendation

Director Owens presented the 2022-2024 Strategic Plan for the board to review over the next month. The plan will be considered at the October board meeting for board adoption.

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Award of Bid for Projects

Parking Lot

Ms. Owens explained that three bids were received for the Parking Lot project. Those were Larson Danielson Construction, Indiana Earth and La Porte Construction. Additionally, alternates for pavement material, concrete instead of asphalt, were presented within the bids. The bids and the bidder response requirements were reviewed and verified by Jones, Petrie and Rafinski Architectural Firm. Board members expressed concerns about how change orders should be handled. The consensus was that any change order must be presented to Jones, Petrie, and Rafinski, discussed with Fonda and presented to the Board for approval.

Following discussion, Scott Siefker moved and Corey Campbell seconded to accept the base bid of \$515,208.71 from Larson Danielson Construction for installation of a parking lot subject to approval of contractual language by the Library's legal counsel and Director. The vote was taken and the motion carried.

Indiana Stair Replacement

Chris Chockley from Jones, Petrie, and Rafinski explained that the bid documents were created without having the as built drawings of the steps. The as built drawings show that the steps are imbedded in concrete which results in more work to remove. These additional steps caused the bid cost to come in higher than expected.

The bids and bidder response requirements were reviewed and verified by JPR. Alternate 2, which requires new granite to be purchases was presented within bids. Scott Siefker moved and Corey Campbell seconded to accept Alternate 2 bid from Larson Danielson Construction in the amount of \$155,438.00 for renovation of the Indiana Avenue Library stairs subject to approval of contractual language from the Library's legal counsel and Director. The vote was taken and the motion carried.

NEW BUSINESS

Permission to Bid Maintenance Building

Marie Gilliland moved and Dara Jeffries seconded to give permission to bid the Maintenance Building project. The vote was taken and the motion carried.

Permission to Bid Wifi/Reading Outdoor Area

In discussion, Chris Chockley from JPR explained that the Maintenance Building and the Wifi/Outdoor Reading Garden was going to be bid as one project and not two. Therefore, Marie Gilliland moved and Corey Campbell seconded to amend the previous motion to bid the Maintenance Building project and the Wife/Outdoor Reading Garden as one project. The vote was taken and the motion carried.

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Scott Siefker moved and Dara Jeffries seconded to approve the amended motion as presented. The vote was taken and the motion carried.

New Money Market Account

Scott Siefker moved and Corey Campbell seconded to approve opening a new money market account at Centier Bank. The vote was taken and the motion carried.

Recommendation for Expiration Time Period for Customer Accounts

Scott Siefker moved and Corey Campbell seconded to approve the recommendation to change the expiration period for customer accounts from one year to three years as presented. The vote was taken and the motion carried.

Recommendation for Threshold for Submitting to Collection Agency

Corey Campbell moved and Marie Gilliland seconded to approve the recommendation to increase the threshold to \$200 for reporting a customer account to collection. The vote was taken and the motion carried.

Annual Review of the Bylaws

Director Owens explained that any recommendations for changes can be submitted at the October Board meeting and then approved at the November Board meeting.

Director's Review Process

There was discussion over how the Director's review process has been handled in the past and what changes could be made. For 2021, Anthony Novak will work with Administrative Services Manager, Cindy Lane, to create questions for the board to review at the October meeting.

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

Maria Gilliland moved and Dara Jeffries seconded to adjourn the meeting at 8:07 PM.