

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 16, 2021

CALL TO ORDER

President Karen Ellison called the meeting to order at 6:38 PM.

ROLL CALL

Present

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

Absent

Corey Campbell – Secretary
Dara Jeffries

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 November 18, 2021 Board of Trustees Meeting
Memorandum of Minutes of the November 18, 2021 Executive Session
Minutes of the November 30, 2021 Public Meeting to Receive Bids for the WIFI Garden/Maintenance
Minutes of the December 7, 2021 Special Meeting of the Board of Trustees
Memorandum of Minutes of the December 16, 2021 Executive Session
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch December 16, 2021

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

REPORTS

Director

Director Owens reported the construction on the parking lot has slowed down due to weather, NIPSCO installation is to happen in early January and project completion is scheduled for January 2022. Replacement of the Indiana Avenue stairs will start in spring of 2022. The contract for the WIFI Garden and Maintenance Building has been signed.

The library has been selected by the Urban Library Council's Building Equity: Amplify Summer Learning project that will focus on summer learning for middle school students. Public Services Librarian, Dania Bocanegra will lead the project by offering a Girls Who Code Club. This is a two-year commitment and comes with a small stipend to support the initiative.

Friends of Noguchi met evaluate Noguchi November and make plans for the future. The library has committed to host the High School Art Contest in 2022.

Director Owens also reported the library received an unrestricted gift from the Estate of Patti Lovaas. Total of the gift will be around \$60,000 with the first distribution of \$56,250 received in 2021 and remaining will be distributed in 2022.

The Department of Local Government Finance approved the 2022 Budget as submitted.

Changes in customer databases have been made as follows: Mango Languages was canceled with Rocket Languages was added. Fold3 and Newspapers.com were canceled with US Major Dailies being added. By adding Major Dailies customers will be given current access to many daily newspapers including; NY Times, Chicago Tribune, Washington Post, LA Times and the Wall Street Journal. The Library is also expanding E-Resources by adding Hoopla and currently deciding whether to join the Indiana Overdrive Consortium.

Legal Counsel

Attorney Anthony Novak reported that he worked on the WIFI Garden and Maintenance Building Contract.

UNFINISHED BUSINESS

There was no unfinished business.

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NEW BUSINESS

Resolution of 2022 Wages/Salaries/Classifications/Benefits

Scott Siefker moved and Marie Gilliland seconded to approve the Resolution for 2022 Wages/Salaries/Classifications/Benefits as follows:

La Porte County Public Library

2022 Salary Resolution

WHEREAS, all compensation and benefits paid to officials and employees must be included in an annual resolution adopted by the La Porte County Public Library Board of Trustees per IC 36-12-2-24 (a) & (b). The following are presented for the year 2022.

Section I: 2022 Wage/Salary Ranges and Positions and Classifications

The La Porte County Public Library Board of Trustees, hereby reaffirms the salaries and pay schedule for employees of the Library as adopted at the July 15, 2021 and August 19, 2021 Board of Trustees meetings. The schedule is effective with the first full pay in January of 2022. The Library shall consist of the following job classifications, except as otherwise authorized. Employees herein may receive compensation as set forth or within the respective ranges of amounts set herein. Wage and salary ranges do not specify starting wages or salary. The starting wage or salary is dependent on qualifications.

Wage/Salary Ranges 2022

Position	Salaried/Annual			Hourly		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Director	\$84,011	\$104,998	\$126,006			
Manager	\$53,560	\$66,955	\$80,350			
Professional II	\$43,680	\$54,600	\$65,520			
Professional I				\$19.00	\$23.75	\$28.50
Paraprofessional				\$15.00	\$18.75	\$22.50
Specialist II				\$13.00	\$16.25	\$19.50
Specialist I				\$12.00	\$15.00	\$18.00
Maintenance				\$15.00	\$18.75	\$22.50
Janitorial				\$12.00	\$15.00	\$18.00
Interns				\$12.00	\$15.00	\$18.00

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Section II: Wage adjustments for Current Employees

All employees receive a flat dollar wage adjustment to their 2022 wage, equal to the difference between the current low end range number and the new low end for their classification. This adjustment will be made with the first full pay in January 2022.

Section III: Across-the-Board Increase for all Current Employees

The wage and salary plan for 2022 also includes a 3% across the board raise for all current employees effective with the first full pay in January 2022.

Section IV: Longevity Pay

Employees receive a 2% increase at each 3 year milestone of employment up to a maximum of 21 years, payable on the first pay following their employment anniversary.

Employees whose wage adjustments or increases put them at the top end of the current wage range, receive a lump sum adjustment for the amount of the increase.

Section V: Leave Benefits – 2022

9 Paid Holidays payable as outlined in Employee Handbook
Paid Time Off – schedule as of January 1, 2022, and paid out as outlined in Employee Handbook

Years of Service	Number of Hours Scheduled Per Week				
	Less than 20	20-29 hours	30-39 hours	40 hours	Professional Employees
	0	Pro-rated	Pro-rated	Pro-rated	Pro-rated
1 through 4 years	0	60	90	120	170
5 through 9 years	0	80	120	160	210
10+ years	0	100	150	200	250

Section VI: HSA contribution – 2022

Employees who have coverage under the Library’s group health insurance and completed a wellness check in 2019 will receive a \$1,000 contribution to a health

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savings account established by the employee as per the payout schedule determined by the Library.

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 16th day of December, 2021, by the following aye and nay vote.

The vote was taken and the motion carried.

Resolutions of Encumbrances

Scott Siefker moved and Marie Gilliland seconded to approve the Resolution for Operating Fund as follows:

**LA PORTE COUNTY PUBLIC LIBRARY
RESOLUTION TO ENCUMBER OPERATING FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2021.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2021 budget for Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

<u>PO#</u>	<u>AMOUNT</u>	<u>VENDOR</u>
2619	\$2,480.00	ABINEYS
2648	\$2,507.50	DUNELAND MEDIA, LLC
2688	\$21.60	BAKER & TAYLOR
2713	\$1,000.00	PAYLOCITY
2725	\$460.05	OFFICE INTERIORS
2731	\$29.99	MIDWEST TAPE
2747	\$14.43	BAKER & TAYLOR
2748	\$28.99	BAKER & TAYLOR
2752	\$23.95	INGRAM
2756	\$11.74	MIDWEST TAPE
2781	\$1,562.50	IDEA GROUP, LLC
2791	\$379.74	MIDWEST TAPE
2792	\$341.41	MIDWEST TAPE
2793	\$21.49	MIDWEST TAPE
2797	\$17,228.55	KEMPS OFFICE CITY
2798	\$15,634.00	THE PLAY FOR JAKE FOUNDATION

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2799	\$45.50	BAKER & TAYLOR
2800	\$14.43	BAKER & TAYLOR
2801	\$50.81	INGRAM
2803	\$144.91	INGRAM
2804	\$147.17	INGRAM
2805	\$181.89	INGRAM
2808	\$26.28	BAKER & TAYLOR
2809	\$63.79	BAKER & TAYLOR
2810	\$578.48	MIDWEST TAPE
2811	\$28.28	MIDWEST TAPE
2812	\$650.76	MIDWEST TAPE
2813	\$11.24	MIDWEST TAPE
2819	\$4,554.15	JOHNSON CONTROLS SECURITY SOLUTIONS
2820	\$319,437.27	LARSON DANIELSON CONSTRUCTION
2821	\$62.13	BAKER & TAYLOR
2822	\$110.94	BAKER & TAYLOR
2823	\$184.13	INGRAM
2825	\$877.16	INGRAM
2826	\$261.34	INGRAM
2827	\$293.45	INGRAM
2833	\$1,935.00	MOBILE BEACON
2836	\$8,711.11	NEW AGE TELECOM
2837	\$550.00	JK3 LAWNCARE INC
2839	\$155,438.00	LARSON DANIELSON CONSTRUCTION
2842	\$6,150.00	LANDSCAPEFORMS
2845	\$185.24	BAKER & TAYLOR
2846	\$2,170.15	MIDWEST TAPE
2847	\$97.33	MIDWEST TAPE
2848	\$757.70	MIDWEST TAPE
2851	\$107.85	BAKER & TAYLOR
2853	\$3,825.00	H&G PLUMBING AND HEATING
2856	\$729.96	DISPLAYS 2 GO
2873	\$5,096.00	GABRIEL BUSS
2857	\$1,124.56	BAKER & TAYLOR
2858	\$52.93	BAKER & TAYLOR
2859	\$132.59	BAKER & TAYLOR
2862	\$300.77	INGRAM
2863	\$21.59	INGRAM
2865	\$99.93	INGRAM
2867	\$233.96	MIDWEST TAPE
2868	\$1,527.34	MIDWEST TAPE
2869	\$4,758.45	MIDWEST TAPE
2870	\$509.68	MIDWEST TAPE
2878	\$2,135.18	GARDENER'S SUPPLY COMPANY
2883	\$7.47	INGRAM
2885	\$25.20	INGRAM
2887	\$679.96	FINDAWAY WORLD
2889	\$195.00	LANDSCAPEFORMS
2894	\$559.77	SYNCHRONY BANK

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2895	\$100.95	INGRAM
2896	\$75.02	INGRAM
2897	\$39.10	INGRAM
2898	\$1,321.63	MIDWEST TAPE
2899	\$67.15	MIDWEST TAPE
2907	\$2,051.64	AMERICAN LIBRARY ASSOCIATION
2908	\$438,900.65	LARSON DANIELSON CONSTRUCTION
2909	\$5,135.00	NEW AGE TELECOM
2910	\$7,145.00	NEW AGE TELECOM
	\$1,022,423.91	TOTAL

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 16th day of December, 2021, by the following aye and nay vote.

The vote was taken and the motion carried.

Resolutions of Encumbrance

Dave Decker moved and Scott Seifker seconded to approve the Resolution for Rainy Day Fund as follows:

**LA PORTE COUNTY PUBLIC LIBRARY
RESOLUTION TO ENCUMBER RAINY DAY FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Rainy Day Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2021.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2021 budget for Rainy Day Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same

Purchase Order #	Vendor	Amount Encumbered
PO#2567	JONES, PETRIE, RAFINSKI	\$ 26,414.34
Po#2908	LARSON DANIELSON CONSTRUCTION	\$475,000.00
	Total	\$501,414.34

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Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 16th day of December, 2021, by the following aye and nay vote.

The vote was taken and motion carried.

Resolution to Encumber

Dave Decker moved and Michelle Shirk seconded to approve the Resolution for Library Improvement Reserve Fund as follows:

**LA PORTE COUNTY PUBLIC LIBRARY
RESOLUTION TO ENCUMBER LIBRARY IMPROVEMENT RESERVE FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Library Improvement Reserve Fund (LIRF) for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2021.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2021 budget for Library Improvement Reserve Fund (LIRF) and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same.

Purchase Order #	Vendor	Amount Encumbered
PO#2908	LARSON DANIELSON CONSTRUCTION	\$96,000.00

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 16th day of December, 2021, by the following aye and nay vote.

The vote was taken and the motion carried.

Resolution of Fund Appropriation Transfer

Michelle Shirk moved and Dave Decker seconded to approve the Resolution of Fund Appropriation Transfer for the Operating Fund:

**LIBRARY APPROPRIATION RESOLUTION
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Whereas, it has been shown that certain existing appropriations in the Operating Fund now have unobligated balances which will not be needed for the purposes for which

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appropriated, and others have deficit balances, it is therefore resolved that the following existing appropriation surpluses and deficits be transferred as follows:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
Prof Svcs – Eng/Archt	Cap Outlay – Construction	\$55,000.00

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 16th day of December, 2021, by the following aye and nay vote.

The vote was taken and the motion carried.

Resolution of Fund Appropriation Transfer

Scott Siefker moved and Marie Gilliland seconded to approve the Resolution of Fund Appropriation Transfer for the Rainy Day Fund:

**LIBRARY APPROPRIATION RESOLUTION
BOARD OF TRUSTEES
LA PORTE COUNTY PUBLIC LIBRARY**

Whereas, it has been shown that certain existing appropriations in the Rainy Day Fund now have unobligated balances which will not be needed for the purposes for which appropriated, and others have deficit balances, it is therefore resolved that the following existing appropriation surpluses and deficits be transferred as follows:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
Machinery / Equipment	Prof Svcs – Eng/Archt	\$2,700.00

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 16th day of December, 2021, by the following aye and nay vote.

The vote was taken and the motion carried.

Recommendation to Expand Hours at Coolspring Branch

Scott Siefker moved and Michelle Shirk seconded to approve the recommendation to expand hours at Coolspring Branch by 5 hours per week which would mean opening at 9:00am. The vote was taken and the motion carried.

Request to Create a Receiving and Inventory Paraprofessional

Marie Gilliland moved and Dave Decker seconded to approve the request to create a receiving and inventory paraprofessional position. 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

The board wished to thank the staff for another wonderful year.

ADJOURNMENT

Dave Decker moved and Michelle Shirk seconded to adjourn the meeting at 7:04 PM.
The vote was taken and the motion carried.