

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES MARCH 21, 2022

CALL TO ORDER

President Karen Ellison called the meeting to order at 6:32 PM.

ROLL CALL

Present

Karen Ellison – President
Corey Campbell – Secretary
Dara Jeffries
Marie Gilliland
Rhonda Spence

Absent

Michelle Shirk – Vice-President
Dave Decker

Also in Attendance

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

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 February 22, 2022 Board of Trustees Meeting
Manager Reports
Financial Report
Approval and Payment of Claims ---per APV Batch March 17, 2022

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

REPORTS

Director

Director Owens reported on construction updates regarding the parking lot, maintenance building and WiFi garden. Parking lot lights are in and working, a curb was repaired that was damaged over the winter, and landscaping and striping will start soon. Utility locations for both the maintenance building and WiFi garden were finalized. Footers for the maintenance building have been poured. Another tree will need to be removed in the area of the maintenance building, so when the new sidewalks are poured, it will not cause an issue.

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Ms. Owens had two meetings with JPR regarding replacement windows at the Main Library. A new approach to writing the specs for the project will offer the Library more control over the project and better manage the budget.

Director Owens will serve on the city of La Porte's Commission on Sustainability. This commission focuses on environmental and economic health and prosperity within the city limits.

Public Services Manager, Toni Kester, and Director Owens met with Kevin McGuire, Technology Director for Michigan City Area Schools on Libraries 360 services, and finding better ways of using taxpayer resources between the two units.

Legislative bills SB17 and SB1134 did not pass but Ms. Owens believes the core of these bills will be introduced again. Ms. Owens expressed that continued conversations with local officials about what the library has to offer and how processes work is a good approach at this time.

Director Owens also reported that the Library has plans to switch from a google environment to a Microsoft environment. Recent change in Microsoft are causing some issues with getting the Library approved for education discounts. Ms. Owens will continue to work on finding a solution.

Ms. Owens reported that Treasurer, Cindy Lane was notified by the Indiana State Board of Accounts that the Library will be audited for the 2020 year. This audit will be a compliance audit with information from this audit being used in the La Porte County audit. An introductory meeting with the auditor is scheduled for March 22nd.

Legal Counsel

Attorney Anthony Novak advised the Library Board to make the approval and payment of claims a separate agenda action item instead of part of the consent agenda. This will provide a clear record of approval and payment of the claims for the audit process. Mr. Novak also recommended moving the manager reports out of the consent agenda section for the purpose of hearing about their work in a more structured way.

Mr. Novak recommended that the Board members discuss the possibility of changing the Board meeting day and time that would provide more consistent attendance by Board members. The statute only requires that the Board have a designated day and time. It was agreed to discuss this topic at the April 21st Board meeting.

UNFINISHED BUSINESS

Election of Board Officers

Corey Campbell moved and Dara Jeffries seconded to approve the following slate of officers for President, Vice-President, and Secretary, and Treasurer of the La Porte County Public Library Board of Trustees, for the period April 1, 2022 through March 31, 2023:

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES MARCH 21, 2022

President – Corey Campbell
Vice-President – Dara Jeffries
Secretary – Michelle Shirk
Treasurer – Cindy Lane, Administrative Services Manager

The vote was taken and the motion carried.

Window Replacement at Main Project

Ms. Owens reported on her discussion of window replacement for the Main Library with JPR. It is recommended that the bid responses structured in such a way to allow the board to accept all or certain packages based on costs.

NEW BUSINESS

Request to Reclassify a Position

Corey Campbell moved and Marie Gilliland seconded to approve the recommendation to reclassify the position of the Public Services Librarian in charge of outreach to a Professional II. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

President Ellison called for questions or comments from the public. Community Learning Librarians, Elizabeth Adams and Kaiti Weiss introduced themselves to the Library Board.

QUESTIONS OR COMMENTS FROM THE BOARD

President Ellison called for questions or comments from the Board. There were none.

ADJOURNMENT

Corey Campbell moved and Marie Gilliland seconded to adjourn the meeting at 7:22 PM. The vote was taken and the motion carried.