

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

CALL TO ORDER

President Corey Campbell called the meeting to order at 5:30 PM.

ROLL CALL

Present

Corey Campbell – President
Dara Jeffries – Vice-President
Michelle Shirk – Secretary
Dave Decker
Marie Gilliland
Rhonda Spence

Absent

Karen Ellison

Also in Attendance

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

PUBLIC FORUM

President Campbell called for questions or comments from the public. Laurin Katzmarek, Public Service Librarian, Megan Roseberry, Public Service Librarian and Julie Pitman, Community Learning Librarian introduced themselves to the board.

CONSENT AGENDA

President Campbell called for a motion to approve the consent agenda as follows:
Minutes of the March 21, 2022 Board of Trustees Meeting Financial Report

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

REPORTS

Managers

Michael Sheehan, Cataloging & Material Services Manager reported he has decided to end his employment at the library at the end of April. He is relocating to focus on family priorities. Michael expressed that he has very much enjoyed his time here at LPCPL.

Toni Kester Bulger, Outreach Services Manager, reported that she worked on the request for a fee structure to be established for outreach services, including mileage fees for library vehicles when doing programs outside of the Library's service district.

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

Director

Director Owens reported the parking lot landscaping is complete and currently the stripping of the lot is on hold due to a broken part on the striping truck. The parking lot adjacent to the Main Library will be milled and surfaced once the asphalt plants are operating.

The floor for the Maintenance Building was poured on 4/21 and framing of the building should start soon. One more tree will need to be removed and per La Porte City requirements will be replaced with two new trees, once construction is complete.

Ms. Owens reported that she asked JPR to price installing a snowmelt system for the Indiana Avenue steps and they are working on the pricing for this system. Ms. Owens does not anticipate that the price will change significantly, just the process for building the steps.

Director Owens and Outreach Services Manager, Toni Kester Bulger, met with Dr. Ben Tonagel, Assistant Superintendent of Elementary Education for La Porte Community Schools to discuss future collaborations for Libraries 360, curriculum support, and use of the mobile classroom.

The Asher Agency delivered first drafts of a social media campaign that focuses on target audiences of local manufacturing and education leaders with regards to students interested in the trade profession. The campaigns would drive audiences that engage with the ads to the LPCPL Exchange homepage.

Director Owens reported that she attended a special meeting of the DLGF on April 19, 2022 regarding the 2022 tax rates. Governmental units were informed of a local tax rate error that was recently discovered. As a result, the Net Assessed Values will need to be recertified which will cause new tax bills to be issued along with updated 1782 notices. All this work will take some time which will cause the Spring tax draws to not be issued on time. The Library has cash reserves to cover expenses while waiting for the process to be completed. Borrowing between funds to cover the July bond payment might need to be done, reported Director Owens. The bond payment is processed at the June board meeting.

Legal Counsel

Attorney Anthony Novak had no items to report at this time.

UNFINISHED BUSINESS

Window Replacement at Main Project

Ed Kowalczyk from JPR presented window replacement plans for the Main library to the Board. Dave Decker moved and Dara Jefferies seconded to approve the window replacement project as presented.

The vote was taken and the motion carried.

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

NEW BUSINESS

Request to Establish a Fee for Outreach Services

Dave Decker moved and Marie Gilliland seconded to establish an Outreach Services vehicle use fee structure as follows:

Provide Outreach Services to facilities outside of the Library's geographic service district, as long as the organization pays round-trip mileage. Mileage will be calculated using the address of the closest LPCPL facility to the address of the site that will be hosting the vehicle. The federal standard mileage rate for business use, updated annually, will be charged per mile. Organizations requesting Outreach Services must provide services within the scope of LPCPL's Mission, Strategic Plan, and be one of the following organizations: Community, Non-profit, Professional Conference or Training, or School Corporation.

The vote was taken and the motion carried with Dave Decker, Marie Gilliland, Corey Campbell, Dara Jefferies and Rhonda Spence voting aye. Michelle Shirk abstained.

Transfer to Rainy Day Fund

Dave Decker moved and Michelle Shirk seconded to approve the transfer to Rainy Day fund as presented:

La Porte County Public Library
Resolution to Transfer Funds to the Rainy-Day Fund

WHEREAS, the Board of Trustees of the La Porte County Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, pursuant to IC 36-1-8-5.1 (d) that the Board of Trustees of the La Porte County Public Library hereby transfers the following amounts from the Operating Fund to the Rainy-Day Fund for the purpose(s) of repair, remodeling, construction, emergency remediation or for making any other lawful Library Operating Fund expenditures.

Budget 2021	\$600,000
-------------	-----------

The Rainy-Day Fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 21st day of April, 2022 at which meeting a quorum was present.

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

The vote was taken and the motion carried.

Review of Computer Use Policy

Michelle Shirk moved and Dara Jeffries seconded to approve the Computer Use Policy has presented:

La Porte County Public Library
WI-FI AND COMPUTER POLICY

Information resources will be used by community members with respect for the public trust in accordance with policy and regulations established by the Library's Board of Trustees and Administration.

INTERNET DISCLAIMER

The Internet enables the Library to provide information beyond the confines of its own collections. It allows access to ideas, information, and commentary from around the globe and a vast array of tools and resources for different age levels and points-of-view. The Internet contains materials of a controversial nature. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. Selection policies, which govern the Library's purchase of materials, are not applicable to material accessed via the Internet.

ACCEPTABLE USE

All computer use will be managed in a manner consistent with the Code of Conduct Policy which is posted in the Library. Violations of this policy may result in the loss of Library computer use privileges.

Users agree not to:

1. Use the Internet for malicious purposes. Examples include hampering others' Internet use, intentionally developing programs that bother other users, hacking a computer or computing systems, gaining access to information or resources without permission by the owners or right holders, distributing unsolicited advertising, spreading computer viruses.
2. Break any local, state, or federal law.
3. Conspire to commit crimes.
4. Conduct illicit transactions.
5. Access pornographic, obscene, or sexually explicit material.
6. Violate or disable the property of the Library.
7. Vandalize or disable the property of the Library.
8. Disrupt other users by engaging in inappropriate behavior including excessive volume, either in conversation or from headphones.

Any user whose conduct violates federal, state or local laws will be prosecuted to

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

the full extent of the law. Violations will result in the loss of Library computer use privileges. La Porte County Public Library will cooperate with the proper authorities in the investigation of illegal activities.

USE OF INTERNET COMPUTERS

1. You must present either a Library card or a picture ID to use the Internet computers. If you do not have your Library card, in order to use the unfiltered internet computers, you must present a picture ID with your birthday on it to Library staff.
2. Internet computers have a time limit of 60 minutes per session. If no one is waiting, you may continue to use the computer.
3. Library staff members have the right to ask a customer to relinquish the use of a computer.
4. Parents/guardians should assist children.
5. Failure to adhere to any of the above-mentioned rules may result in revocation of Internet computer use privileges at the Library.

CHILDREN'S USE OF INTERNET COMPUTERS

1. Parents or guardians assume responsibility for their children's use of the Internet.
2. Children under the age of 18 may have unrestricted access to the public Internet computers in the Main Library and at all branch libraries, if given permission by a parent or guardian. An "Internet Permission Form" signed by a parent or guardian is required.
3. Children under the age of 18 may have access to filtered Internet at all La Porte County Public Library locations at designated computers. No special permission is required from parents or guardians to use these computers.
4. When accompanied by a parent or guardian, all children under the age of 18 may have unrestricted access to the Internet.
5. All use must comply with the Acceptable Use guidelines as listed below.

USE OF WI-FI

1. Wi-Fi access is free.
2. The wireless connection is on an unsecured network.
3. The Library is not responsible for customer hardware or software damage.
4. The Library is not responsible for theft of unattended equipment.
5. The Library reserves the right to terminate a wireless Internet session at any time.
6. Regardless of Wi-Fi source, wireless Internet users on Library premises must:
 - Comply with the Library's Acceptable Use Guidelines for the Internet as described above
 - Use sound muffling headphones or mute sound to avoid disturbing

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

others,

- Not intercept or receive data not intended for you.

Copyright warning: Use of the Internet of the Library connection in violation of U.S. copyright law is prohibited. The unauthorized reproduction or distribution of a copyrighted work, including infringement without monetary gain, may constitute a crime punishable by up to 5 years in federal prison and a fine of \$250,000.

904 Indiana Avenue, La Porte, Indiana 46350 www.laportelibrary.org Telephone:
219-362-6156

As approved by the La Porte County Public Library Board of Trustees 4/21/2022

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH APRIL 21, 2022

Dave Decker moved and Dara Jeffries seconded to approve the payment of claims, APV batch April 21, 2022 as presented. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

President Campbell called for questions or comments from the public. There were none.

QUESTIONS OR COMMENTS FROM THE BOARD

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

ADJOURNMENT

Dave Decker moved and Dara Jeffries seconded to adjourn the meeting at 6:17 PM. The vote was taken and the motion carried.