

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES JUNE 16, 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
Marie Gilliland
Rhonda Spence
Karen Ellison
Dave Decker

Absent

Michelle Shirk – Secretary

Also in Attendance

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

PUBLIC FORUM

President Campbell called for questions or comments from the public. Toni Kester, Outreach Services Manager introduced two new purchases by the Library - The Charlie Cart Project and The Book Bike. The Book Bike has already been used at the Saturday Farmer's Market and plans are in place for it to be used at local events and school visits. The Charlie Cart is a teaching tool for health literacy, including how to cook, cooking tools, and best ways to make something.

CONSENT AGENDA

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

Minutes of the May 19, 2022 Board of Trustees Meeting
Financial Reports

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

REPORTS

Managers

Pam Okosun, Community Learning Manager, reported on plans to initiate a "Meet the Maker" monthly series starting in October 2022. Ms. Okosun also reported that there has been a steady uptick of activity and use at the LPCPL Exchange as they approach

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their first year of open hours. Marketing efforts through Facebook and Linked In have contributed to the increased use.

Ms. Owens introduced Holly Trott as the new Access and Collections Services Manager.

Director

Director Owens updated the Board on construction projects. The parking lot is near completion with landscaping issues still needing to be resolved. The maintenance building and Wifi garden are both scheduled to be completed by late August. The Indiana Ave stairs replacement project will get underway very soon. Some of the delay is due to changes of adding a heating element in the stairs in order to extend the life of the stairs and cut down on chemicals used in cleaning the stairs in the Winter.

LaPorte Community School Corporation and New Prairie United School Corporation have signed annual Libraries 360 agreements. Staff are working on agreements for South Central Community School Corporation, MSD of New Durham Township and Michigan City Area Schools.

Director Owens also reported that the Rural Broadband taskforce has discussed the possibility of using Library buildings for installation of towers in order to create a county wide broadband network.

Ms. Owens reported that she has started the 2023 Budget process. A meeting with the Department of Local Government Finance representative will take place during the week of August 8, 2022. The schedule for the Public Hearing in September and Budget Adopting meeting in October will be sent to the board as soon as dates are confirmed.

Director Owens reported that staff are preparing status reports on Strategic Plan Initiatives.

Ms. Owens reported that about thirty people attended the dedication of Anna's Orchard at the Union Mills Branch location. The orchard includes 16 fruit trees on the acreage, along with an arbor entrance and a gravel walking path.

Ms. Owens assigned to Grace Murphy, summer intern the spacing arrangements of furniture, wayfinding, signage, etc. Grace is studying architecture at Ball State University.

Ms. Owens reported that Larson Danielson won an award for construction of the LPCPL Exchange Building. She also reported that she gave a tour of the Exchange to the Broadband group and they were very impressed with the use of the space.

Legal Counsel

Attorney Anthony Novak had not items to report at this time.

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UNFINISHED BUSINESS

Window Replacement at Main Project Update

Director Owens reported that no contractors attended the pre-bid meeting which was held June 16th. This was somewhat expected due to the type of project. Jones, Petrie, and Rafinski has been contacting companies that work on this type of project. Bids are due June 28, 2022.

NEW BUSINESS

Resolution for Temporary Funds Transfer

Marie Gilliland moved and Dara Jeffries seconded to approve the Resolution for Temporary Funds Transfer as presented:

RESOLUTION FOR TEMPORARY TRANSFER OF FUNDS

WHEREAS, I.C. 36-1-8-4 provides that libraries can make temporary transfers from one fund to another in the event a transfer of money is necessary to replenish a depleted fund; and

WHEREAS, the Board of Trustees of the La Porte County Public Library finds that it is necessary to transfer money to enhance the depleted Bond Fund; and

WHEREAS, there is sufficient money on deposit in the Operating Fund that can be temporarily transferred.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the La Porte County Public Library does hereby transfer \$300,000.00 from the Operating Fund to the Debt Service Fund to meet expenditures; and

BE IT FURTHER RESOLVED, that the money transferred consists only of revenue derived from the levying and collection of property taxes or special taxes or from the operation of the library; and

BE IT FURTHER RESOLVED, that pursuant to the requirements of IC 36-1-8-4, the money borrowed from the Operating Fund will be returned to the Debt Service Fund by December 1, 2022, such date being within the budget year in which the transfer is occurring.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 16th day of June, 2022, at which meeting a quorum was present.

The vote was taken and the motion carried.

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Request for Approval to Upgrade Circulation System Software

Director Owens presented the need to upgrade the circulation system software to better meet the Library and customer needs. Upgrading to the CARL.X product will help integrate workflows to better serve the community.

Karen Ellison moved and Marie Gilliland seconded to approve upgrading the circulation system software from LS2 to CARL.X. The vote was taken and the motion carried.

Request to Use Unity Foundation Estate Gift Fund

Director Owens spoke about the Dolly Parton's Imagination Library program and its impact on a community. By using the monies in the Estate Gift Fund, the program would be supported for many years. The Friends of the Library would be the sponsoring partner, and have expressed a willingness to help fundraise for this project.

Karen Ellison moved and Dara Jeffries seconded to approve the request to use the remaining funds in the Library's Unity Foundation Estate Gift Fund for the purpose of supporting and implementing Dolly Parton's Imagination Library project. The vote was taken and the motion carried.

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH JUNE 16, 2022

Dave Decker moved and Karen Ellison seconded to approve the payment of claims, APV batch June 16, 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 Marie Gilliland seconded to adjourn the meeting at 6:17 PM. The vote was taken and the motion carried.