

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES AUGUST 18, 2022

CALL TO ORDER

President Corey Campbell called the meeting to order at 5:33 PM.

ROLL CALL

Present

Corey Campbell – President
Dara Jeffries – Vice-President
Michelle Shirk – Secretary
Marie Gilliland
Karen Ellison
Dave Decker

Absent

Rhonda Spence

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. There were none.

CONSENT AGENDA

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

Minutes of the July 21, 2022 Board of Trustees Meeting

Financial Report

Dave Decker moved and Karen Ellison seconded to approve the consent agenda as presented.

The vote was taken and the motion carried.

REPORTS

Managers

New staff member, Jen Lux, Public Services Librarian—Youth, introduced herself to the Board.

Pam Okosun, Community Learning Manager, talked about her meeting with Brenda Stallmack from Family Advocates for plans in February 2023 to incorporate makerspace programming into their services.

Toni Kester, Outreach Services Manager, reported the Library's involvement with local events over the last month. The Library's foam machine was, once again, a big hit at LakeFest. This year a storywalk added at Fox Park and it was highlighted by Mark Schreiber on social media. The Mobile Classroom was at the La Porte Municipal Airport's Air Fair and provided tours for those attending the fair. The Library hosted a

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program on Incredible Bats at Hanna Fest. Libraries360 is back working in the area schools. A new pilot program with Michigan City School for computer skills and training is being organized.

Director

Director Owens has been working on the 2023 Budget. She, along with Cindy and Ann had a conference call with the local DLGF representative regarding the budget preparation for 2023.

Construction at the Maintenance Building and the Wifi Garden are coming to completion. Benches and trash cans will be placed in the garden soon. The trellis for the garden will be installed within the next couple of weeks. The trellis came in the wrong color and correcting the color will take a week. The granite from the Indiana Ave entrance steps will be placed in the garden sometime in the next couple of weeks as well. The punch list walk through will take place on August 23rd.

Director Owens reported a problem with the foundation on the Indiana Ave step project was discovered after the steps were removed. In order to attach the new steps to the foundation with the columns, a new wall will need to be constructed and the old will need to be reinforced. This will require a change order.

Plans to revamp the landscaping around the Main Library Campus have started with clean-up of some of the weeds and dead plants and replanting of some of the plants that had to be removed due to the construction.

Director Owens reported that all of the new equipment for the Tech Packs have arrived and are being processed to be ready for checkout.

Legal Counsel

Attorney Anthony Novak reported that he worked with Ms. Owens on a couple of items this past month.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Revision to Meeting Room Policy

Ms. Owens reported that revisions to the Meeting Room Policy were made in order to better align the policy with all locations and make it more efficient and simpler for customers who want to reserve spaces at Library locations. Changes included aligning age limits to match other Library practices. The wording of the policy is less legal-sounding yet retains needed language in regard to indemnification and damages.

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Michelle Shirk moved and Karen Ellison seconded to approve the Library Reservable Spaces Policy as presented:

La Porte County Public Library Reservable Spaces Policy

1. La Porte County Public Library (LPCPL) provides access to reservable spaces in support of its mission to be the center of community life. LPCPL designated spaces are available for programs, meetings, training sessions, and events either sponsored by the Library or initiated by the public.
2. All use of the spaces must comply with this Reservable Spaces Policy which states the following:
3. The LPCPL's Board of Trustees has the final authority to decide, in a manner consistent with applicable law, which groups/individuals may meet on LPCPL property and for what purpose LPCPL property may be used. The eligibility to use various reservable spaces are shown in Table A .
4. LPCPL programs and events take precedence over any other use of the space, even if a space has already been reserved. LPCPL may cancel or change a reservation for LPCPL business, without advanced notice. Efforts will be made to contact the group/ individual who reserved the space as soon as the library is aware of the need to alter the reservation.
5. Use of LPCPL facilities does not imply that LPCPL approves of the group that is meeting or the ideas presented at the meeting. Any marketing materials that include the LPCPL's name and/or address must include the disclaimer, "This event is not sponsored or endorsed by La Porte County Public Library."
6. Reservable spaces are available without charge except for the following: (The fee schedule is shown in Table B.)
 - a. Users outside of the LPCPL service district
 - b. Social Events, including but not limited to parties or receptions (e.g. weddings, birthday parties, anniversary parties or other celebrations)
 - c. Events requiring additional staffing time of LPCPL employees
7. Use of reservable spaces is subject to the Library's Code of Conduct Policy.
8. The group representative accepts full responsibility for any infraction of LPCPL policies and any damage to LPCPL property incurred during or in connection with the meeting.
9. LPCPL is not responsible for loss or damage to the private property of individuals or organizations using the reservable spaces.

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10. Deliberate misuse of or damage to reservable spaces or equipment may result in billing the user for damages and/or refusing any further requests for room use.

11. Room capacities must be observed.

12. Rooms must be vacated at least 15 minutes prior to the time the specific LPCPL location closes.

13. The person or group that reserves the space is responsible for clean-up, including alerting library staff when a vacuum or additional cleaning items are required. A cleaning fee may apply if the room is not returned to its original condition, which shall be determined at LPCPL's sole discretion.

14. Admission may not be charged to those attending the function in the reservable space, nor may collections or donations be accepted.

15. Food and drink are allowed; however, alcoholic beverages are expressly prohibited.

16. Equipment, supplies, or personal effects may not be stored at the Library before or after the event/function.

17. Signs or decorations may not be applied to the furniture, doors, walls, windows, or ceiling by any method. Tabletop decoration and tablecloths are allowed, excluding glitter and confetti. No open flame or lit candles.

18. Organizations and/or individuals using the reservable spaces:

a. Shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the LPCPL to determine the charge for damages; and

b. Shall indemnify and hold harmless LPCPL and its officers, directors, agents and employees from and against all losses, damages, claims, costs, and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

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Table A Eligibility to Use Reservable Spaces

Meeting Rooms and Exchange	Study Rooms	Study Cafe	Studios at LPCPL Exchange
Ages 18 and up	Ages 18 and up	Ages 12 and up	Ages 12 and up
Group meetings, programs, training, events Social events in Meeting Rooms	Tutoring, small group meetings	Group work tutoring study	Audio and video recording spaces.

Table B Fee Schedule and Occupancy Limits

Room Location	Occupancy	For Profit Organizations, Social Events & Out of
Coolspring Large Meeting Room	30	\$35
Coolspring Study Room A and B	4	\$15
Fish Lake Meeting Room	20	\$25
Hanna Meeting Room	20	\$25
LPCPL Exchange Classroom	70	\$50
LPCPL Exchange Meeting Room A	4	\$15
LPCPL Exchange Meeting Room B	8	\$15
Main Library Meeting Room A	16	\$15
Main Library Meeting Room B	76	\$40
Main Library Study Room A	4	\$15
Main Library Study Room B	8	\$15
Main Library Study Room C	6	\$15
Rolling Prairie Large Meeting Room	30	\$35
Rolling Prairie Study Rooms A and B	4	\$15
Union Mills Meeting Room	30	\$25

The vote was taken and the motion carried.

Request to Increase Credit Limit

A request to increase the VISA line of credit to \$36,000 was made due to problems encountered with purchasing in the last year. More and more vendors require credit card payments and that makes it difficult to manage at the current level of \$24,000. Marie Gilliland moved and Dara Jeffries seconded to approve the recommendation to increase the Library's VISA line of credit to \$36,000 as presented. The vote was taken and the motion carried.

Budget 2023

The 2023 budget was presented to the board as follows:

Rainy Day Fund	\$535,000
General Operating Fund	\$6,991,500
Debt Service Fund	\$834,419
Library Improvement Reserve Fund (LIRF)	\$50,000

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Ms. Owens reported that the levy was increased by the allowable 5% growth quotient in the requested amount of \$4,836.190. The Public Hearing date will be September 15, 2022 at 5:15pm as approved by the Board at the July 21, 2022 meeting.

Following a brief discussion, Marie Gilliland moved and Michelle Shirk seconded to adjust the Budget Adoption meeting from October 20, 2022 as was voted on at the July 21, 2022 board meeting to October 17, 2022 at 5:15 PM. The vote was taken and the motion carried.

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH AUGUST 18, 2022

Dave Decker moved and Karen Ellison seconded to approve the payment of claims, APV batch August 18, 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

Michelle Shirk moved and Dave Decker seconded to adjourn the meeting at 6:26 PM. The vote was taken and the motion carried.