

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES NOVEMBER 17, 2022

CALL TO ORDER

President Corey Campbell called the meeting to order at 5:37 PM.

ROLL CALL

Present

Corey Campbell - President
Dara Jeffries – Vice-President
Marie Gilliland
Karen Ellison
Dave Decker
Rhonda Spence

Absent

Michelle Shirk - Secretary

Also in Attendance

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

CONSIDERATION OF THE AGENDA

President Corey Campbell asked if there were any additions or changes to the agenda. There were none.

PUBLIC FORUM

President Corey 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 October 17, 2022 Meeting for the Adoption of the 2023 Budget
Minutes of October 17, 2022 Board of Trustees Meeting
Memorandum of the Minutes for the November 17, 2022 Executive Session
Financial Report

Dave Decker moved and Dara Jeffries seconded to approved the consent agenda as presented. The vote was taken and the motion carried.

REPORTS

Managers

Dania Bocanegra, Outreach Services Coordinator, attended the National Summer Learning Association Conference which took place over three days in Washington D.C. She was able to attend this conference as a part of LPCPL's work as a cohort of the

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Urban Libraries Council's Equity in Summer Reading group. There were many sessions, sharing ideas and setting up the next phase of the project which is to help create benchmarks for libraries to focus on students that are left behind in learning.

Daphne Bechrakis, Public Service Librarian is developing technology classes that feature the Tech Pack Digital Navigator program and digital history archive.

Riese Bornell, Collection Management Librarian is working on Right Sizing projects for the branch locations.

Jeanene Wolf, Cataloger, is making sure catalog records are correct and complete. She has been conducting a YA audit to verify items are in the correct category.

Cindy Lane, Administrative Services Manager announced her retirement as of April 1, 2023. Cindy has worked for the Library for 39 years. She will be working on succession planning and transferring of roles to ensure internal controls are maintained.

Director

Director Fonda Owens updated the board on the construction projects. Timekey Enterprises is starting work on the window project and have communicated some changes in scheduling.

Larson Danielson Construction informed Ms. Owens that the precast panels for the outside Indiana Ave stair walls have finally arrived along with the granite treads. If the weather holds the contractor is still hoping to complete the project by year end.

Director Owens met with a company regarding a paging system for the Main Library. Unfortunately the company declined the job as the scope of project is too large for them to handle. Director Owens will continue to look into finding a solution.

Director Fonda Owens also met with a firm for updating signage for interior signs as well as signage for outdoor spaces. She will present a proposal later in this meeting.

Director Owens informed the board that she has spent a considerable amount of time responding to materials for reconsideration forms. Two of the inquiries were about the book "Let's Talk About It: The Teen's Guide to Sex, Relationships, and Being a Human. As part of a collection audit, this title had been removed from the collection earlier this year, as it does not fit within our scope of collections.

Ms. Owens along with Ann Shaffer and Cindy Lane are evaluating budget spending as year end approaches.

Ms. Owens has also been attending CARL ILS set up and training meetings in preparation for the move to the new ILS.

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Legal Counsel

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

UNFINISHED BUSINESS

2023 Salary of the Director

Dave Decker moved and Karen Ellison seconded to approve a 5% wage increase for the Library Director, Fonda Owens for the 2023 year. The vote was taken and the motion carried.

NEW BUSINESS

Request to contract for Architect Services for Exterior/Interior Signage

Director Fonda Owens presented signage information for Main campus and Exchange locations from Arkos Design at a cost of \$34,500. Board members expressed utilizing sign companies instead of architectural firms and limiting the scope to reduce costs. Following discussion, Dave Decker moved and Karen Ellison seconded to table awarding the signage contract to give Director Owens more time to define the scope of work. The vote was taken and the motion carried.

Recommendation for changes to No Smoking Policy

Director Owens presented an updated No Smoking Policy that was clearer and simpler than the 2012 policy. Dave Decker moved and Dara Jeffries seconded to approve the Smoke Free Policy as presented.

SMOKE FREE POLICY

Smoking is prohibited on all Library property. This policy also prohibits the use of all tobacco, including chewing tobacco, electronic cigarettes and vaping devices on Library property.

Smoking is also prohibited in all library vehicles.

Signage will be posted to advise all persons of this policy.

All current and prospective employees of the Library will be informed of the smoking prohibitions. Employees who fail to comply with this policy will be subject to disciplinary action.

The vote was taken and the motion carried.

Recommendation for changes to criminal background check policy

Director Owens presented an updated policy that easier to understand and removed some repetitive language regarding new hire staff as this task is part of the hiring process. Background checks are done on staff, volunteers, presenters, and

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members of the Board of Friends of the La Porte County Public Library.

Dave Decker moved and Marie Gilliland seconded to approve the Background Check Policy as presented.

Background Check Policy

Background checks are an important aspect of the selection process to promote a safe environment for employees and for visitors to the Library, to protect organizational assets such as people, property and information and to ascertain candidates' suitability for employment.

Therefore, the La Porte County Public Library conducts the following type of background checks:

Criminal History Check: All applicants eighteen (18) years or older are required to undergo a criminal history check as a condition of employment, unless they have been previously employed by LPCPL within the last 12 months.

Having a criminal history of criminal conviction will not automatically preclude employment. The nature of the offense and its relevance to the particular job will be considered on a case-by-case basis. Individuals who contract with LPCPL to perform, entertain or instruct children under the age of eighteen (18) shall be subject to a criminal history check. In addition, all volunteers for the La Porte County Public Library shall be subject to criminal history checks.

Motor Vehicle Record Check: The Bureau of Motor Vehicles makes driving record information available online through Access Indiana to determine an applicant's driving record and status. All individuals accepting conditional offers of employment for positions that require operation of a motor vehicle will be required to undergo motor vehicle checks.

LPCPL will require the background check vendor to comply with state and federal law, including the requirements of the Fair Credit Reporting Act ("FCRA").

License/certification history check: Verifying current status of licenses and/or certifications required for the position. Staff must supply current copies of all required licenses and/or certifications. Failure to do so will result in denial of employment or promotion.

All employees and adult volunteers have an ongoing responsibility during their employment to make LPCPL aware of any felony or misdemeanor convictions or pleas. Such events must be reported by the employee or adult volunteer to Human Resources.

Background checks will not be required for former LPCPL employees who are offered a regular or temporary position within one year of ending their most recent

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LPCPL employment, so long as the background check or checks required for the position were completed within five (5) years preceding the rehire.

Because of liability insurance related issues, LPCPL will conduct background checks on all members of the Board of the Friends of the Library, Inc.

The vote was taken and the motion carried.

2023 Holiday/Closed Day Schedule

Dave Decker moved and Dara Jeffries seconded to approve the 2023 Holiday/Closed Day schedule for the Library as presented:

2023 Holiday Schedule

New Year's Day	January 1 on Sunday-will be closed Monday, January 2
President's Day	February 20
Memorial Day	May 29
Independence Day	July 4
Labor Day	September 4
Thanksgiving Day	November 23
Christmas Eve	December 24 on Sunday-closed on Saturday, Dec 23
Christmas Day	December 25

Change from the 2022 Schedule

Instead of closing on Veteran's Day – convert this to a floating holiday for eligible employees to take off on a day of their choosing at any time during the year. The Library would be open on Veteran's Day. This allows staff to have the option of observing a holiday or observance of their choice with the Library maintaining open hours on those days.

Early Closing

Thanksgiving Day Eve November 22
Close all locations at 5:00 PM. Staff do not receive holiday pay for this day.
Schedules are adjusted to allow staff to work their full hours for the week.

All Day Closing

Conversion to new ILS January 7 (Saturday)
Staff In-Service Day October 9

The vote was taken and the motion carried.

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH NOVEMBER 17, 2022

Karen Ellison moved and Marie Gilliland seconded to approve the payment of claims, APV batch November 17, 2022 as presented. The vote was taken and the motion carried.

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QUESTIONS OR COMMENTS FROM THE PUBLIC

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

QUESTIONS OR COMMENTS FROM THE BOARD

President Corey Campbell called for questions or comments from the Board.

Dave Decker thanked Director Fonda Owens and staff for making the library a wonderful place. He also thanked Cindy Lane for all her years of service to the Library.

Marie Gilliland was glad to hear about the opportunities presented to guide the library in collaboration for kids learning. She commented on the importance of working together as a community to find solutions.

Rhonda Spence was glad to learn about the process of reviewing library material complaints.

ADJOURNMENT

Dave Decker moved and Marie Gilliland seconded to adjourn the meeting at 6:28 PM. The vote was taken and the motion carried.