

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 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
Marie Gilliland
Karen Ellison
Dave Decker
Rhonda Spence

Absent

None

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 November 17, 2022 Board of Trustees Meeting
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

Pam Okosun, Community Learning Manager, introduced Dylan Fritzen, student Intern, at the Exchange. Dylan reported he enjoyed his time and was very grateful for the opportunity.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

Holly Trott, Access & Collections Services Manager, and Julie Wadle, Public Services Manager, have been working on the transition to the new ILS system, CARL. Staff have been trained along with the library's school system partners. Information on the new system has been pushed out to the public regarding the changes and the go live date of January 9, 2023.

Director

Director Fonda Owens updated the Board on the construction projects. Glazing has started on the Indiana Avenue historical windows but painting will have to wait for drier weather either in March or April of 2023. The supports under the windows located in the periodical area were rotted and had to be rebuilt. Work crews were able to reuse all but seven of the window blinds. The construction crew will stop work until after the Christmas holiday.

Indiana Avenue stairs project is nearly complete. Installation of the handrails still needs to be completed and until then, the stairs will not be open.

Director Owens also reported that the Library's new ILS system CARL will go live on January 9, 2023. Library staff and school partners have been trained on the new system.

Ms. Owens reported that the December 2022 Tax Distribution was received.

Work on Personnel Policy manual revisions continue and as policies are updated they are reviewed by Anthony Novak before being brought before the Board of Trustees.

The OnBoard software will be used starting in February 2023 to give board members access to reports, agendas and minutes. The software will also send meeting reminders. Training will occur in January 2023.

The migration to Microsoft 365 is continuing.

A grant from the Indiana Bar Association will provide a Legal Kiosk to be placed at the Main Library. This grant will provide the kiosk, supplies and repairs.

Director Owens also updated the Board on plans to do a soft launch of the Dolly Parton's Imagination Library program in January 2023 and then a full launch in February 2023.

Legal Counsel

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

UNFINISHED BUSINESS

None

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

NEW BUSINESS

Revisions to Social Media Policy

Director Owens presented request to update the current policy for a version that is easier to understand and more relevant to current social media practices. Legal Counsel, Anthony Novak, has reviewed the new policy. Michelle Shirk moved and Dave Decker seconded to approve the Social Media Policy as presented.

Social Media Policy

At LPCPL, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all staff who work for LPCPL.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not affiliated with LPCPL, as well as any other form of electronic communication.

The same principles and guidelines found in LPCPL policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow staff or otherwise adversely affects members, customers, suppliers, or people who work on behalf of LPCPL may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines and the Equal Opportunity Employment and Anti-Harassment/Discrimination Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow staff, customers, members, suppliers or people who work on behalf of LPCPL. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our problem-solving procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

customers, members, staff or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about LPCPL, fellow staff members, customers, suppliers, or people working on behalf of LPCPL.

Post only appropriate and respectful content

- *Maintain the confidentiality of LPCPL customer's confidential information. Also maintain the confidentiality of any proprietary information regarding the development of systems, processes, products, know-how and technology of third-party vendors used by LPCPL. Do not post internal reports, policies, procedures or other internal business-related confidential communications.*
- *Do not create a link from your blog, website or other social networking site to a LPCPL website without identifying yourself as a LPCPL staff member.*
- *Express only your personal opinions. Never represent yourself as a spokesperson for LPCPL, unless given specific authority from the Director. If LPCPL is a subject of the content you are creating, be clear and open about the fact that you are a staff member and make it clear that your views do not represent those of LPCPL, fellow staff members, customers, suppliers or people working on behalf of LPCPL. If you do publish a blog or post online related to the work you do make it clear that you are not speaking on behalf of LPCPL. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of LPCPL."*

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use LPCPL email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

LPCPL prohibits taking negative action against any staff for reporting a possible deviation from this policy or for cooperating in an investigation. Any staff who retaliates against another staff for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

Media contacts

Staff should not speak to the media on the Library's behalf without contacting the Outreach Services Manager or the Director. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact HR.

Dave Decker asked about the use of TikTok. Director Owens reported that the library does not have a TikTok account. The vote was taken and the motion carried.

Resolution for Fine Free

Dave Decker moved and Marie Gilliland seconded to approve the Resolution for the Removal of Library Fines for Overdue Materials as presented.

LA PORTE COUNTY PUBLIC LIBRARY
RESOLUTION FOR THE REMOVAL OF LIBRARY FINES FOR OVERDUE
MATERIALS

The La Porte County Public Library Board of Trustees, hereby reaffirms their decision to expand to all card accounts types fine exempt status employees as approved at the September 15th, 2022 Library Board of Trustees meeting.

WHEREAS, the La Porte County Public Library Community Library receives less than 1% of its operating budget from the payment of library fines;

WHEREAS, the removal of library fines will result in the elimination of credit and debit card processing fees;

WHEREAS, the removal of library fines extends goodwill to residents in the library's taxing district already paying taxes to support the library;

WHEREAS, removing fines aligns with the La Porte County Public Library Community Library's Guiding Principle of removing barriers to ACCESS;

WHEREAS, the removal of library fines on materials and the dismissal of current fines on customer records encourages all users to return using the library as a resource and creates goodwill;

WHEREAS, the failure to return items to the library will continue to result in a fee for materials replacement to encourage the return of library items;

NOW, THEREFORE, THE BOARD OF TRUSTEES RESOLVES AS FOLLOWS:

On January 9, 2023, the La Porte County Public Library will eliminate overdue fines for all library materials.

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

On January 9, 2023, the La Porte County Public Library Community Library will expunge all current and historic fines on patron records while retaining fees for lost and damaged materials.

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 20th day of December, 2022, by the following aye and nay vote.

The vote was taken and the motion carried.

Resolution of 2023 Wages/Salaries/Classifications/Benefits

Director Owens informed the board that this resolution is a requirement from the Indiana State Board of Accounts. Michelle Shirk moved and Dara Jefferies seconded to approve the 2023 Salary Resolution as presented.

**La Porte County Public Library
2023 Salary Resolution**

WHEREAS, all compensation and benefits paid to officials and employees must be included in an annual resolution adopted by the La Porte County Public Library Board of Trustees per IC 36-12-2-24 (a) & (b). The following are presented for the year 2023.

Section I: 2023 Wage/Salary Ranges and Positions and Classifications

The La Porte County Public Library Board of Trustees, hereby reaffirms the salaries and pay schedule for employees as adopted at the October 17, 2022 Library Board of Trustees meeting, and for the Director as adopted at the November 17, 2022 meeting. The schedule is effective with the first full pay in January of 2023. The Library shall consist of the following job classifications, except as otherwise authorized. Employees herein may receive compensation as set forth or within the respective ranges of amounts set herein. Wage and salary ranges do not specify starting wages or salary. The starting wage or salary is dependent on qualifications.

Wage/Salary Ranges 2023

Position	Salaried/Annual			Hourly		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Director	\$84,011	\$104,998	\$126,006	\$40.39	\$50.48	\$60.58
Manager	\$56,160	\$70,200	\$84,240	\$27.00	\$33.75	\$40.50
Professional II	\$47,840	\$59,800	\$71,760	\$23.00	\$28.75	\$34.50
Professional I				\$19.00	\$23.75	\$28.50
Paraprofessional				\$15.00	\$18.75	\$22.50

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

Specialist II				\$13.00	\$16.25	\$19.50
Specialist I				\$12.00	\$15.00	\$18.00
Maintenance				\$15.00	\$18.75	\$22.50
Janitorial				\$12.00	\$15.00	\$18.00
Interns				\$12.00	\$15.00	\$18.00

Section II: Across-the-Board Increase for all Current Employees

The wage and salary plan for 2023 also includes a 5% across the board raise for all current employees effective with the first full pay in January 2023.

Section III: Longevity Pay

Employees receive a 2% increase at each 3-year milestone of employment up to a maximum of 21 years, payable on the first pay following their employment anniversary.

Employees whose wage adjustments or increases put them at the top end of the current wage range, receive a lump sum adjustment for the amount of the increase.

Section IV: Leave Benefits – 2023

9 Paid Holidays payable as approved at the November 17, 2022 Board of Trustees Meeting

Paid Time Off – schedule as of January 1, 2023, and paid out as outlined in Employee Handbook

Years of Service	Number of Hours Scheduled Per Week				
	Less than 20	20-29 hours	30-39 hours	40 hours	Professional Employees
	0	Pro-rated	Pro-rated	Pro-rated	Pro-rated
1 through 4 years	0	60	90	120	170
5 through 9 years	0	80	120	160	210
10+ years	0	100	150	200	250

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

Section V: HSA contribution – 2023

Employees who have coverage under the Library’s group health insurance and completed a wellness check in 2022 will receive a \$1,000 contribution to a health savings account established by the employee as per the payout schedule determined by the Library.

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 20th day of December, 2022, by the following aye and nay vote.

The vote was taken and the motion carried.

Resolutions of Encumbrance -- Rainy Day

Dave Decker moved and Karen Ellison seconded to approve Resolution to Encumber Rainy Day Fund as presented:

**LA PORTE COUNTY PUBLIC LIBRARY
RESOLUTION TO ENCUMBER RAINY DAY FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Rainy Day Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2022.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2022 budget for Rainy Day Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same

<u>PO #</u>	<u>AMOUNT</u>	<u>VENDOR</u>
3015	\$750.00	JONES, PETRIE, RAFINSKI CORP

Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this 20th day of December, 2022, by the following aye and nay vote.

The vote was taken and the motion carried.

Resolutions of Encumbrance-- Operating Fund

Karen Ellison moved and Dara Jeffries seconded to approve Resolution to Encumber Operating Fund as presented:

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

**LA PORTE COUNTY PUBLIC LIBRARY
RESOLUTION TO ENCUMBER OPERATING FUND**

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for contracts and purchase orders for items and for services, to further the projects of La Porte County Public Library, which have not yet been delivered during 2022.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of La Porte County Public Library, La Porte County, Indiana, that the following appropriations hereby be encumbered from the 2022 budget for Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

<u>PO#</u>	<u>AMOUNT</u>	<u>VENDOR</u>
2781	\$1,562.50	IDDEA GROUP
2798	\$15,634.00	THE PLAY FOR JAKE FOUNDATION
3099	\$503.00	KOORSEN FIRE & SECURITY
3100	\$599.00	KOORSEN FIRE & SECURITY
3148	\$1,029.76	GABRIEL BUSS
3171	\$6,103.82	DEMCO
3224	\$46,563.02	THE LIBRARY CORPORATION INC.
3227	\$128,813.00	TIMEKEY ENTERPRISES EDWARD J.
3261	\$2,479.00	WHITE
3371	\$830.00	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES
3380	\$820.06	LIBRARY IDEAS LLC LARSON DANIELSON CONSTRUCTION CO., INC.
3398	\$960.00	
3409	\$18.84	SYNCHRONY
3424	\$1,399.55	THE LIBRARY STORE INC.
3425	\$5,280.00	ONBOARD
3426	\$4,000.00	THE LIBRARY CORPORATION INC.
3427	\$4,683.00	TIMEKEY ENTERPRISES
3428	\$5,000.00	BIBLIOTHECA
793542	\$4.95	INGRAM
793553	\$23.74	INGRAM
793554	\$18.88	INGRAM
793557	\$21.43	INGRAM
793577	\$17.81	BAKER & TAYLOR
793578	\$29.16	BAKER & TAYLOR
794081	\$30.78	BAKER & TAYLOR
794352	\$31.83	BAKER & TAYLOR
794630	\$48.94	INGRAM
794636	\$46.65	INGRAM

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

794638	\$55.28	INGRAM
794640	\$9.74	INGRAM
795087	\$45.28	INGRAM
795544	\$90.96	INGRAM
795545	\$100.52	INGRAM
795546	\$22.70	INGRAM
795547	\$33.98	INGRAM
795552	\$4.33	INGRAM
796024	\$16.23	BAKER & TAYLOR
796025	\$46.21	BAKER & TAYLOR
796492	\$48.00	BAKER & TAYLOR
796496	\$87.03	BAKER & TAYLOR
796498	\$10.92	INGRAM
797051	\$42.75	BAKER & TAYLOR
797054	\$16.65	INGRAM
797647	\$15.39	INGRAM
797648	\$3.71	INGRAM
797650	\$1.28	INGRAM
797652	\$27.52	BAKER & TAYLOR
798169	\$171.88	BAKER & TAYLOR
798170	\$138.30	BAKER & TAYLOR
798739	\$128.64	INGRAM
798740	\$199.69	INGRAM
798741	\$115.17	INGRAM
798742	\$13.25	INGRAM
798743	\$15.50	INGRAM
798747	\$316.34	BAKER & TAYLOR
798748	\$183.99	BAKER & TAYLOR
799224	\$682.12	BAKER & TAYLOR
799225	\$603.57	BAKER & TAYLOR
799872	\$7.60	INGRAM
799874	\$647.05	INGRAM
799875	\$337.53	INGRAM
799876	\$688.82	INGRAM
799877	\$510.32	BAKER & TAYLOR
799878	\$298.93	BAKER & TAYLOR
	\$232,289.90	TOTAL

*Presented to the La Porte County Public Library Board of Trustees, read in full, and adopted this
20th day of December, 2022, by the following aye and nay vote.*

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 20, 2022

The vote was taken and the motion carried.

Request to Close Amazon Business Line of Credit-Synchrony Bank

Synchrony Bank's Amazon Business Line of Credit program is ending in January 2023 and the library will switch to the Pay by Invoice program. Dave Decker moved and Michelle Shirk seconded to close the Synchrony Bank Amazon Business Line of Credit. The vote was taken and the motion carried.

Revision to Loan Rules

Dave Decker moved and Karen Ellison seconded to change the material loan periods as follows: all physical materials eligible for check-out circulate for 21 days to customers with two renewals available if there are no holds on the item. The exceptions to this will be hot spots, curriculum kits and Tech Packs which will continue to circulate for the periods previously set by the Board of Trustees. The vote was taken and the motion carried.

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH DECEMBER 20, 2022

Dave Decker moved and Karen Ellison seconded to approve the payment of claims, APV batch December 20, 2022 as presented. The vote was taken and the motion carried.

QUESTIONS OR COMMENTS FROM THE PUBLIC

President Corey Campbell called for questions or comments from the public. Ms. Owens announced that Dave Decker and Michelle Shirk's Library Board appointments are up at the end of December 2022. They should contact the appointing authorities if they wish to be reappointed.

QUESTIONS OR COMMENTS FROM THE BOARD

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

Dave Decker thanked the Library staff for working so hard to make the Library a gem of the community.

ADJOURNMENT

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