

LA PORTE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES JANUARY 19, 2023

CALL TO ORDER

President Corey Campbell called the meeting to order at 5:34 PM.

ROLL CALL

Present

Corey Campbell - President
Dara Jeffries – Vice-President
Karen Ellison
Amy Jackson
Nicole Florek

Absent

Rhonda Spence

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. Karen Ellison moved and Dara Jeffries seconded to amend the agenda to add approval of the 2022 Year End APV register. The vote was taken and the motion carried.

PUBLIC FORUM

President Corey Campbell called for questions or comments from the public. Marie Gilliland, 2022 Library Board Member, expressed her appreciation to have been a part of the Board for all the years and to see great work that has been accomplished. She also thanked the Library staff and welcomed Amy Jackson, who was appointed to finish Gilliland's term on the Board.

CONSENT AGENDA

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

Minutes of December 15, 2022 Board of Trustees Meeting
Manager Reports
Financial Report

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

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REPORTS

Managers

Director Fonda Owens presented 2022 year-end review highlights. Ms. Owens reported that although our customer counts were down from last year, the Libraries 360 accounts were up. Physical and website visits were also up from last year. Social media engagements nearly doubled from previous year statistics. Total circulation is down but that trend matches national statistics from libraries across the country. Meeting room use and program attendance are up, which indicates that the public is coming to the library to use its resources.

Library staff did a presentation on the Library's new ILS, CARL and some of the updated features to the software. There is a kid friendly version of the catalog, all material formats are now viewable in one area and shareable titles on social media were highlighted. CARL will link with various software platforms including Patron Point, which will help in communication of events and activities.

Director Owens introduced OnBoard, the new software, for Library Board of Trustees communications. The software will be used in planning, documents sharing, and minutes of Board meetings.

Director

Director Fonda Owens updated the Board on the construction projects. Work on the windows project is 2/3 completed. Due to weather, Time Key Enterprises will be coming back in March or April to complete the exterior painting and punch list. The Indiana Avenue Stair replacement project is still waiting on the handrails to be installed.

Toni Kester, Outreach Services Manager, Dania Bocanegra, Outreach Services Coordinator and Director Fonda Owens met with Michelle Shirk, Executive Director of the Boys and Girls Club to plan library services with visits from the mobile library and mobile classroom. They also met with Camp Summit and services will resume soon.

Staff have been busy promoting Dolly Parton's Imagination Library supported by the Friends of the La Porte County Public Library. This initiative will start in February. Needed postal paperwork is completed and waiting for approval.

Director Owens spoke about the succession plans for the retirement of Cindy Lane, Administrative Services Manager by end of first quarter. Staff are testing workflows with splitting of the duties with De Burke, Human Resources and Ann Shaffer, Accounting.

Legal Counsel

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

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UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Nominating Committee for Election of Board Officers 2023

President Campbell asked for volunteers for the Nominating Committee for Board Officers for 2023. Dara Jeffries agreed to serve on the committee.

Affirmation of Internal Controls

Dara Jeffries moved and Amy Jackson seconded to approve the Affirmation of Internal Controls as presented.

Affirmation of Internal Controls

Whereas, the Board of Trustees, of the La Porte County Public Library recognizes their responsibility to the residents and taxpayers of the service district, to maintain minimum internal control standards as defined by State Board of Accounts and IC 5-11-1-27(g).

NOW THEREFORE BE IT AFFIRMED, that the Board of Trustees of the La Porte County Public Library adopted internal control standards at the regular Board of Trustees meeting in August of 2016. These standards remain in effect.

The Board of Trustees affirms as well that all Board and Library personnel receive training concerning the internal control standards and procedures adopted by the La Porte County Public Library Board of Trustees.

DULY affirmed by the Board of Trustees at the La Porte County Public Library at its regular meeting held on the 19th day of January 2023, at which meeting a quorum was present.

The vote was taken and the motion carried.

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH JANUARY 19, 2023

Dara Jeffries moved and Karen Ellison seconded to approve the payment of claims, APV batch January 19, 2023 as presented. The vote was taken and the motion carried.

APPROVAL AND PAYMENT OF CLAIMS – APV BATCH 2022 YEAR END

Karen Ellison moved and Dara Jeffries seconded to approve the payment of claims, APV batch 2022 Year End 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. Staff members introduced themselves for the benefit of new Board members Amy Jackson and Nicole Florek.

QUESTIONS OR COMMENTS FROM THE BOARD

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

Karen Ellison welcomed new board members, Amy Jackson and Nicole Florek.

ADJOURNMENT

Karen Ellison moved and Dara Jeffries seconded to adjourn the meeting at 6:21 PM. The vote was taken and the motion carried.