

La Porte County Public Library Board of Trustees Meeting Minutes

May 18, 2023 at 5:30 PM CDT
904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Members: Corey Campbell, Karen Ellison, Amy Jackson, Nicole Florek, Rhonda Spence, Bonnie Snider

Attorney: Anthony Novak

Staff: Fonda Owens, Ann Shaffer

Absent:

Members: Dara Jeffries

1. Call to Order

President Corey Campbell called the meeting to order at 5:30 pm.

2. Public Forum

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

3. Consent Agenda

- A. Minutes of April 20, 2023 Board of Trustees Meeting
- B. Financial Report

Motion:

A motion was made by Amy Jackson and seconded by Nicole Florek to approve the consent agenda. The vote was taken and the motion carried.

4. Reports

A. Managers

Toni Kester Bulger, Outreach Services Manager, demoed the new Library's calendar. Better filters will allow customers to select locations, events, ages, and many more categories. Customers can print out filtered searches, set reminders, add to their own calendars, or share via email, facebook or twitter. Reserving a room feature allows the customer to view and read the description of rooms to be selected. Using the same vendor, Toni also presented the example of what a library website would look like. Updating information would intergrate across formats.

B. Director

Director, Fonda Owens, reported that she has attended a lot of meetings; Rotary, Lunch and Learn at Renolit, Howmet, and New Durham School Board meeting. New Durham will be contracting for the L360 program starting the upcoming school year. New Prairie has signed new L360 agreement and meetings with La Porte Schools and Michigan City Schools are planned for next Friday.

Director Owens also reported that exhibit from Minnesota Children's Museum, "Storyland" will be set up in the study café at Main from June through September. This exhibit is a hands-on learning adventure for children.

The window project at Main is finally completed after a full year of planning/work, reported Director, Fonda Owens. Contacting Larson Danielson for inspection of the Maple Ave doors can now happen.

Director Owens reported that the Dewless project has started in the youth department. The 2024 budget process starts with the Budget Workshop next Tuesday. School visits are going very well and increasing attendance is occurring at the Westville Boys/Girls club visits.

C. Legal Counsel

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

5. Unfinished Business

A. No unfinished business

6. New Business

A. Recommendation for Health and Life Insurance Benefits

Craig Menne from General Insurance Services, presented to the Library Board the terms for the 2023/2024 renewals. Health insurance plan with United Healthcare will increase by 16%. Anthem quote was slightly higher. Renewal for dental insurance will increase 2% and life insurance premium will increase by 9.2%. No rate change for vision insurance as current rate is lock for this plan year. WellPorte Clinic cost will also remain the same. The library will continue to contribute \$1000 to employee Health Savings Plan Account per calendar year for employees that complete the preventive wellness exam. A motion was made by Karen Ellison and seconded by Amy Jackson to accept the recommend employee benefit plans for medical, dental, vision, life coverage for the 2023/2024 plan year. The vote was taken and the motion carried.

B. Resolution for Section 125 Cafeteria Plan

Section 125 Cafeteria Plan allows for insurance deductions to be pre-tax. A motion was made by Amy Jackson and seconded by Karen Ellison to approve the resolution for Section 125 Cafeteria Plan.

Certificate of Resolution (2023)

For La Porte County Public Library

Section 125 Premium Only Plan

Plan Year Ending June 30, 2024

The undersigned Secretary or Principal of **La Porte County Public Library** (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on **July 1, 2023**, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective **July 1, 2023**, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

By 
Secretary/Principal

Adoption Agreement (2023)

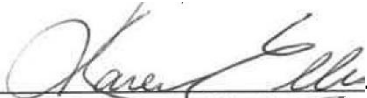
For La Porte County Public Library

Section 125 Premium Only Plan

The undersigned Employer amends the Premium Only Plan for those Employees who shall qualify as Participants hereunder. It shall be effective as of the date specified below. The Employer hereby selects the following Plan specifications:

1. **Name of Employer: La Porte County Public Library**
2. **Effective Date:** This Amended Premium Only Plan shall be effective as of **July 1, 2023**.
3. **Effective Date of Original Plan:** This Premium Only Plan was originally effective September 1, 2000.
4. **Plan Year:** The Amended Plan year shall begin on **July 1, 2023**, and end on **June 30, 2024**. Future plan years will be based on the same twelve-month period beginning each **July 1** and ending each **June 30**.
5. **Plan number: 520**
6. **Employer's Principal Office:** This Premium Only Plan shall be governed under the laws of the:
 - a. State of Indiana
 - b. Commonwealth of
7. **Benefits:** All the benefits listed below are included in this plan whether or not you currently offer them:
 - **Health Insurance and Voluntary Plans.** Premiums that are payroll deducted on a pre-tax basis may include low-deductible or high-deductible medical insurance, dental insurance, vision care, critical illness insurance, accidental death/dismemberment (ADD) insurance, hospital indemnity and/or cancer insurance. Individually-owned insurance policy premiums may not be paid with pre-tax dollars through the Premium Only Plan.
 - **Group-Term Life Insurance up to \$50,000.** The \$50,000 limit must include any employer- provided group-term life insurance coverage. For example, if the employer provides \$20,000 of group-term life insurance for employees, then participants in the POP can payroll deduct premiums on a pre-tax basis for up to \$30,000 of additional coverage. However, employees may not pay premiums that cover spouses or dependents on a pre-tax basis, even if the amount is de minimis.
 - **Disability Plan.** Short-term and long-term disability policies. If payroll deducted on a pre- tax basis, any future benefits received will be taxable to the employee.

- **Health Savings Account (HSA).** Allows employees to make contributions by pre-tax payroll deduction to their individually-owned HSA. Employers may also make contributions to the employee's HSA plan on each employee's behalf, in the manner set forth in the Plan.

by  _____
La Porte County Public Library
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The vote was taken and the motion carried.

7 Approval and Payment of Claims – APV Batch May 18, 2023

A motion was made by Karen Ellison and seconded by Amy Jackson to approve payment of claims APV batch dated May 18, 2023. The vote was taken and the motion carried.

8 Questions or Comments from the Public

President Corey Campbell called for questions or comments from the public. Pam Okosun, Community Learning Manager/Interim Public Services Manager spoke about cyber summer camp that is being offered by Purdue Northwest.

9 Questions or Comments from the Board

President Corey Campbell called for questions or comments from the Board. Welcome to new member, Bonnie Snider.

10 Adjournment

A motion was made by Amy Jackson and seconded by Karen Ellison to adjourn the meeting at 6:00 pm. The vote was taken and the motion carried.