

## La Porte County Public Library Board of Trustees Meeting Minutes

March 21, 2024 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

### **Attendance**

#### **Present:**

Members: Corey Campbell, Dara Jeffries, Karen Ellison, Bonnie Snider, and Nicole Florek

Anthony Novak, Attorney

Fonda Owens, Director

Ann Shaffer, Treasurer

#### **Absent:**

Members: Rhonda Spence and Amy Jackson

### **Call to Order**

President Corey Campbell called the meeting to order at 5:31 PM.

### **Public Forum**

President Corey Campbell called for questions or comments from the public. Janet Bloch from the Lubeznik Arts Center spoke about a grant from the Health Foundation that would be used to create a mural on the outside of the Exchange building. She presented options for artists for the Board's consideration.

### **Consent Agenda**

- a. Minutes of February 15, 2024 Board of Trustees Meeting
- b. Financial Report
- c. Statistical Reports

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

### **Reports**

#### **Manager Reports**

Toni Kester Bulger, Assistant Director, reported she has been talking with a lot of community members while attending events such as, the Michigan City Chamber Gala, and meeting with YMCA. Toni also reported that she will be attending PLA Conference during the first week in April.

Pam Okosun, Community Learning Manager, reported that all the equipment purchased with the Howmet grant is available for customer training and use. February was a very busy month with the highest number of customer equipment use recorded. Preparations are underway for the ribbon cutting event on April 10 showcasing the new equipment.

Ann Shaffer, Finance Professional, reported that during processing checks for claim payments, she discovered that number 42962 was printed on two different checks. This caused the checks in the batch (42963-43001) to process incorrectly. These checks were voided. Ann also reported that amounts in total of \$300 had been electronically (ACH) removed from the library's checking account at Centier Bank. The library's banking information was incorrectly tied to another customer. Stop payment for the vendor was issued and a refund check has been issued.

### **Director**

Director, Fonda Owens, reported on trainings and meetings that she attended. A training from the Indiana State Library provided by the Northwest Indiana Library Board Association contained information about roles for Trustees, Open Door and Public Access laws.

Director Owens, along with Ann Shaffer, attended a Public Funds Management Seminar sponsored by Office of the Indiana Treasurer of the State. Presentations about cyber security, approved depositories, investment policies and state funding opportunities.

Had a meeting with General Insurance and De Burke, HR Professional, regarding the Library's health insurance renewal, reported Director Owens. Also had a meeting with the new CEO of the YMCA of La Porte, Scott Helmkamp.

Director Owens presented the board with a spreadsheet of stats from the 2018-2023 annual reports which will provide useful information for the upcoming strategic planning meetings.

### **Legal Counsel**

Attorney, Anthony Novak, stated he had nothing to report this month.

### **Unfinished Business**

#### **a. Election of Board Officers**

- President – Dara Jeffries
- Vice-President – Amy Jackson
- Secretary – Corey Campbell
- Treasurer – Ann Shaffer

A motion was made by Karen Ellison and seconded by Bonnie Snider to approve the Board of Officers as presented. The vote was taken and the motion carried.

### **New Business**

#### **a. Capital Improvements 2024**

##### **Handrails at Staff Entrance at Main Library**

A motion was made by Dara Jeffries and seconded by Bonnie Snider to accept quote from Larson Danielson Construction Company in the amount of \$49,895.00 for replacement of the existing railings. The vote was taken and the motion carried.

##### **Windows at Union Mills and Kingsford Heights**

Director Fonda Owens reported that the windows at the Union Mills and Kingsford Heights branches are original from 1992 and in need of replacement. She will be bringing quotes to the

April 2024 board meeting for this project.

### **Outdoor Wayfinding and Educational area Signage**

Director Owens reported the need for signs that would direct people to the Library's outdoor spaces and locations. Guiding people from the Main Library's parking lot to either the Exchange building or the Wi-Fi garden would also be useful. Director Owens would like to work with companies that specialize in Wayfinding signage for this project.

### **Request to Purchase Digitization Equipment**

Director Owens presented three quotes for digitization equipment; Crowley Digital Preservation Solutions at \$54,200, ScanTastik at \$76,048 and Ristech at \$126,950.

A motion was made by Karen Ellison and seconded by Dara Jeffries to accept the quote from Crowley Digital Preservation Solution in the amount of \$54,200 to provided digitization equipment. The vote was taken and the motion carried.

### **Approval and Payment of Claims---APV Batch March 21, 2024**

A motion was made by Dara Jeffries and seconded by Nicole Florek to approve payment of claims APV batch dated March 21, 2024. 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. There were none.

### **Questions or Comments from the Board**

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

### **Adjournment**

A motion was made by Dara Jeffries and seconded by Karen Ellison to adjourn the meeting at 6:52 PM. The vote was taken and the motion carried.