

La Porte County Public Library Board of Trustees Meeting Minutes
Thursday, June 19, 2025 at 5:30 PM CST
904 Indiana Avenue, La Porte, IN 46350

In attendance: Dara Jeffries, Nicole Florek, Gina Alber, Amy Jackson, Tucker King, Anthony Novak, Fonda Owens

Absent: Bonnie Snider, Open Position

Call to Order

President Dara Jeffries called the meeting to order at 5:34 PM.

Public Forum

No comments were made by the public.

Consent Agenda

1. Minutes of the May 15, 2025 Board of Trustees Meeting
2. Financial Report

Motion to approve the consent agenda was made by Nicole Florek and seconded by Amy Jackson.
Motion carried.

Reports

Manager Reports

Access & Collections Manager, Holly Trott, provided a spotlight presentation on LPCPL's Digital Local History Archives and highlighted new local history collections.

Director Report

Director Fonda Owens shared the following updates:

- Currently working on benefits open enrollment
- Frontier is sunsetting analog telephone lines which required a new panel be installed at the Main Library as well as updates on the servers and fire detection system. The Exchange will need the same elevator and fire detection updates in the future.
- Updates to the new Information Services desk are complete. Circulation Services will move closer to the materials/collections to better assist customers.
- Steel has been ordered for the new shade structure. Work on Indiana Avenue will need to clear up before work in the Reading Wi-Fi Garden can begin. Expect door counts, program attendance and checkouts to be impacted by Indiana Avenue project work and road closures.
- Friends of the Library are working with a consultant on a video to rebrand and market the group. They need to recruit new board members and volunteers.
- Several grants are in the works for author visits and class visits to the Exchange. The Teen Engineer Camp: Raspberry Pi Edition sponsored by a grant from Renolit is going really well. Teens are excited to use the new equipment and registration is full. The Quiet Cube is expected to arrive in July. A Fiber Arts room is being created downstairs.
- The public hearing for the 2026 budget will be September 18 and the adoption meeting will be

October 16. It is too late to change meetings after the public notice has been published. Board members should let Director Owens know as soon as possible if they have a conflict and will be unable to attend the meetings on those dates. Director Owens is planning to attend city and county budget meetings and workshops.

- A recent legislative change now requires Library board member names, appointing authority and when their terms end to be included on the meeting agendas. The law also changed with regards to the Library's appointment to the City Park Board. Director Owens is working with Park Superintendent Mark Schreiber on the appointment and asked board members to share any recommendations for the appointment with her.
- Corey Campbell has resigned from the Board of Trustees. Director Owens has notified the County Commissioners and they have asked for recommendations. Director Owens asked board members to share any recommendations for the appointment with her.

Legal Counsel

Attorney Anthony Novak had nothing to report.

Unfinished Business

None

New Business

Resolution for Transfer to Rainy Day

Request to transfer \$800,000 of unexpended and uncommitted funds from 2024 Operating Budget to Rainy Day Fund. Motion to approve transfer to Rainy Day Fund was made by Nicole Florek and seconded by Gina Alber.

La Porte County Public Library Resolution to Transfer Funds to the Rainy Day Fund

WHEREAS, the Board of Trustees of the La Porte County Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, pursuant to IC 36-1-8-5.1(d) that the Board of Trustees of the La Porte County Public Library hereby transfers the following amounts from the Operating Fund to the Rainy- Day Fund for the purpose(s) of repair, remodeling, construction, emergency remediation or for making any other lawful library Operating Fund expenditures.

The Rainy- Day Fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the La Porte County Public Library at its regular meeting held on the 19th day of June, 2025 at which meeting a quorum was present.

Motion carried.

Revisions to Attire and Grooming Policy

Changes to the Attire and Groom Policy were requested by Circulation Supervisors as enforcement was becoming increasingly difficult. This new policy simplifies requirements for staff and brings the focus back on professional attire. Implementation will go into effect on Monday, July 7. Board members requested that the policy language regarding consequences for not meeting the dress code be in bold font.

Motion to revisions to the Attire and Grooming Policy made by Nicole Florek and seconded by Tucker King. Motion carried.

Request to Establish Fees for Digitization.

Currently, there are a lot of concerns around the Indiana State Archives regarding scanning and digitization projects. Staff have been laid off and they are no longer keeping silver master reels. Moving forward, more of our digitization work will need to be completed in-house. To assist other organizations and individuals who have requested library staff work on digitization projects, it is requested that the following fee structure be established to provide these services: 75 pages or requiring more than one hour to complete will be subject to a labor charge of \$10.00 for every additional 30 minutes spent scanning your document. This fee covers the staff time of the staff

Motion to approve establishing fees for digitization made by Nicole Florek and seconded by Tucker King. Motion carried.

LPCPL Board of Trustees Appointment to La Porte City Park Board

In the past, the appointee must have been a Library Board Member who was also a resident of the City of La Porte. This is changing on July 1. The new law states the Board can appoint someone to the City's Park Board who resides within the La Porte County Public Library service district. They also no longer need to be a Library Board Member. The city would still prefer the appointee to be a resident of the City of La Porte. The new appointment cannot be voted on until the July meeting, after the new law has gone into place. Board members should Director Owens the names of people who may be interested in serving on the City Park Board for consideration at the July meeting.

Approval and Payment of Claims—APV Batch June 19, 2025

Motion to approve the payment of claims made by Tucker King and seconded by Nicole Florek. Motion carried.

Questions or Comments from the Public

No questions or comments from the Public.

Questions or Comments from the Board

No questions or comments from the Board.

Adjournment

Motion to adjourn made by Tucker King and seconded by Gina Alber. Motion carried.
Meeting adjourned at 6:49pm.