

La Porte County Public Library Board of Trustees Meeting Minutes

Thursday, September 18, 2025

904 Indiana Avenue, La Porte, IN 46350

In attendance: Dara Jeffries, Board President, Bonnie Snider, Tucker King, Jamie Novak and Amy Jackson, Vice- President

Absent: Nicole Florek, and Gina Alber

Others in attendance:

Anthony Novak, Legal Counsel,

Fonda Owens, Director

Ann Shaffer, Treasurer

Call to Order

President Dara Jeffries called the meeting to order at 5:30 PM.

Public Forum

No comments were made by the public.

Consent Agenda

1. Minutes of August 21, 2025 Board of Trustees Meeting
2. Financial Reports
3. Statistics Reports

Motion to approve consent agenda was made by Tucker King and seconded by Bonnie Snider. Motion carried.

Reports

Manager Reports

Holly Trott and Dania Bocanegra presented highlights from their monthly reports.

Director Report

Director Fonda Owens shared the following updates:

- The Health Foundation of La Porte is funding the Marie Benedict author visit as a support literacy and reading in the community.
- The Library did not get approved for a grant from Unity Foundation to sponsor the Greg Neri children's author visit. This event will still take place, using Gift Fund money.
- The shade structure project has been delayed due to contractor issues in ordering paint.
- The Friends of the Library Annual Booksale will be this coming Saturday during the Sunflower Festival. The Friends promotional video is complete. We are just waiting for delivery.
- She attended an event at which Dr. Jenner, Indiana Secretary of Education, was presenting on the new pathways for graduation. Director Owens was able give Dr. Jenner a folder with information on the Libraries 360 program.
- She continuing to meet with local officials to learn more about how the property tax changes in SEA 1 will impact allocating funds to governmental units.

Legal Counsel

Attorney Novak had nothing to report.

Unfinish Business

No items were on the agenda.

New Business**Annual Review of Computer Use Policy**

This is a standard requirement to have the Computer Use Policy reviewed annually. Director Owens had no changes to recommend at this time to the current policy.

A motion to approve the Computer Use Policy was made by Bonnie Snider and seconded by Amy Jackson. Motion carried.

La Porte County Public Library**WI-FI AND COMPUTER POLICY**

Information resources will be used by community members with respect for the public trust in accordance with policy and regulations established by the Library's Board of Trustees and Administration.

INTERNET DISCLAIMER

The Internet enables the Library to provide information beyond the confines of its own collections. It allows access to ideas, information, and commentary from around the globe and a vast array of tools and resources for different age levels and points-of-view. The Internet contains materials of a controversial nature. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. Selection policies, which govern the Library's purchase of materials, are not applicable to material accessed via the Internet.

ACCEPTABLE USE

All computer use will be managed in a manner consistent with the Code of Conduct Policy which is posted in the Library. Violations of this policy may result in the loss of Library computer use privileges.

Users agree not to:

1. Use the Internet for malicious purposes. Examples include hampering others' Internet use, intentionally developing programs that bother other users, hacking a computer or computing systems, gaining access to information or resources without permission by the owners or right holders, distributing unsolicited advertising, spreading computer viruses.
2. Break any local, state, or federal law.
3. Conspire to commit crimes.
4. Conduct illicit transactions.
5. Access pornographic, obscene, or sexually explicit material.
6. Violate copyright (see below) and license laws.
7. Vandalize or disable the property of the Library.
8. Disrupt other users by engaging in inappropriate behavior including excessive volume, either in conversation or from headphones

Any user whose conduct violates federal, state or local laws will be prosecuted to the full extent of the law. Violations will result in the loss of Library computer use privileges. La Porte County Public Library will cooperate with the proper authorities in the investigation of illegal activities.

USE OF INTERNET COMPUTERS

1. You must present either a library card or a picture ID to use the Internet computers. If you do not have your Library card, in order to use the unfiltered internet computers, you must present a picture ID with your birthdate on it to Library staff.
2. Internet computers have a time limit of 60 minutes per session. If no one is waiting, you may continue to use the computer.
3. Library staff members have the right to ask a customer to relinquish the use of a computer.
4. Parents/guardians should assist children.
5. Failure to adhere to any of the above-mentioned rules may result in revocation of Internet computer use privileges at the Library.

CHILDREN'S USE OF INTERNET COMPUTERS

1. Parents or guardians assume responsibility for their children's use of the Internet.
2. Children under the age of 18 may have unrestricted access to the public Internet computers in the Main Library and at all branch libraries, if given permission by a parent or guardian. An "Internet Parental Permission Form" signed by a parent or guardian is required.
3. Children under the age of 18 may have access to filtered Internet at all La Porte County Public Library locations at designated computers. No special permission is required from parents or guardians to use these computers.
4. When accompanied by a parent or guardian, all children under the age of 18 may have unrestricted access to the Internet.
5. All use must comply with the Acceptable Use guidelines as listed below.

USE OF WI-FI

1. Wi-Fi access is free.
2. The wireless connection is on an unsecured network.
3. The Library is not responsible for customer hardware or software damage.
4. The Library is not responsible for theft of unattended equipment.
5. The Library reserves the right to terminate a wireless Internet session at any time.
6. Regardless of Wi-Fi source, wireless Internet users on Library premises must:
 - Comply with the Library's Acceptable Use Guidelines for the Internet as described Above
 - Use sound muffling headphones or mute sound to avoid disturbing others,
 - Not intercept or receive data not intended for you.

Copyright Warning: Use of the internet of the Library connection in violation of U.S. copyright law is prohibited. The unauthorized reproduction or distribution of a copyrighted work, including infringement without monetary gain, may constitute a crime punishable by up to 5 years in federal prison and a fine of \$250,000.

Review of Board of Trustees Bylaws

The Board was asked to review the Trustees Bylaws for any needed changes. If any changes are needed they will be addressed at the October 23, 2025 board meeting.

New Collaboration with La Porte Family YMCA

A Memorandum of Understanding (MOU) was entered into with the La Porte County YMCA. This agreement outlines what support and activities will be delivered from LPCPL and what new possibilities for services are for the new YMCA facility.

Request for Public Records Policy Revision

Governmental units are now allowed to refuse request for records that are for commercial use. New legislation that took effect in July 2025 allows for this change. This new legislation effects how records may not be used for commercial purposes, including to sell, advertise, or solicit the purchase of merchandise, goods, or services or sell, loan, give away, or otherwise deliver the information obtained for these purposes. Director Owens requested a section stating this be added to the existing Request for Records Policy.

A motion to approve the revisions to the Public Records Policy was made by Tucker King and seconded by Bonnie Snider. Motion carried.

La Porte County Public Library Access to Public Records

The Access to Public Records Act (APRA), Indiana Code 5-14-3, provides that a person has the right to access information regarding the government and the official acts of public officials and employees. The statute also states that government officials have a responsibility to provide that information.

APRA covers all "public records" [as defined by IC 5-14-3-2(r)] of a "public agency" [as defined by IC 5-14-3-2(q)], including but not necessarily limited to writings, reports, maps, tape recordings, and photographs. You can request to view or copy these items at any time, so long as these public records are not confidential or otherwise non-disclosable by law. The La Porte County Public Library (LPCPL) is a "public agency".

The LPCPL has the responsibility to protect its public records from loss, alteration, mutilation, unauthorized access, or destruction, and regulate any material interference with the regular discharge of the functions or duties of the library and its employees.

A request for inspection or copying of public records owned by the LPCPL must identify with reasonable particularity the record(s) being requested. The request must be in writing on the "Request for Access to Public Records" form provided by the LPCPL. Completed request forms can be submitted in person, by fax, mail, or e-mail.

No request may be denied because the person making the request refuses to state the purpose of the request, unless such condition is required by other applicable statute.

A LPCPL customer shall be allowed access to his/her LPCPL records concerning currently checked out material and history of previously checked out items if the customer has opted to retain such history. The LPCPL is not responsible for information gained by anyone other than the customer if the customer has lost or loaned his/her card or, if someone has obtained the customer information by illegal or

inappropriate methods.

A legal guardian and/or parent of a child may also have access to a child's records concerning items currently checked-out, requested, interlibrary loans, fines/fees owed, or payments made. The LPCPL will not allow a noncustodial parent access to the child's LPCPL records if a court has terminated the parent's legal rights and the LPCPL has received a copy of the court order or has actual knowledge of the court order.

Requesting Records

Upon receiving an APRA request, the LPCPL director shall acknowledge such request, and in the absence of the director, the assistant director shall acknowledge the request. The LPCPL's attorney may be consulted, as needed, when a request is received.

Pursuant to Ind. Code 5-14-3-4.4(c)(1), acknowledgment of the request shall occur within twenty-four (24) hours if the request is delivered personally to the LPCPL, is made by telephone, or is a request for enhanced access.

Pursuant to Ind. Code 5-14-3-4.4(c)(2), acknowledgement of the request shall occur within seven (7) days if the request is delivered by mail or facsimile.

Responses will be made in writing if the request was made in writing. If a request is denied, the response will include: i) a statement of the specific exemption or exemptions authorizing the withholding of all or part of the public record; and ii) the name and the title or position of the person responsible for the denial.

If the request is not denied, the LPCPL shall either allow inspection or provide copies to the person as requested. The LPCPL has a reasonable period of time to provide copies or permit the copying of the records.

Originals shall not be removed from LPCPL premises and inspection may be supervised.

The LPCPL will not charge any fee to inspect a public record; or to search for, examine, or review a record to determine whether the record shall be disclosed.

If someone requests the certification of or a copy of a public record, then the LPCPL may charge a fee for doing so.

In accordance with IC 5-14-3-8(d), the LPCPL board of trustees has established the following fee schedule for copies provided by the library:

1. Photocopies, letter or legal size-\$.10 per page
2. Photocopies, ledger size - \$.20 per page
3. Photocopies, color - \$.25 per page
4. E-mail transmission - no charge (E-mail transmission is only available if the record(s) is in electronic format suitable for duplication on such medium.)

Exceptions to Disclosure

Some records are excepted from disclosure by law (see IC 5-14-3-4). Requests to inspect or receive

copies of such records will be denied unless access is specifically required by a state or federal statute or is ordered by a court under the rules of discovery. These records include, but are not necessarily limited to:

- Personnel files of employees and files of applicants for employment except for:
 - o The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the LPCPL.
 - o Information relating to the status of any formal charges against an employee; and
 - o The factual basis for disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged.

However, all personnel file information shall be made available to an affected employee or the employee's representative.

- Administrative or technical information that would jeopardize a record keeping or security system.
- Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
- Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.1.
- Identity of donors of gifts made to the library if the donor or donor's family requests nondisclosure as a condition of making the gift.
- Information identifying library customers in accordance with provisions in the Indiana Code (IC 5-14-3-4(b) and IC 5-14-3-4(b)(16)).
- Personal information of library trustees, except for name, appointing body and dates of appointment, library contact information such as library address and library email address.
- Public records or disclosable data retrieved from an electronic data storage system under IC 5-14-3-3(d), may not be used for commercial purposes, including to sell, advertise, or solicit the purchase of merchandise, goods, or services or sell, loan, give away, or otherwise deliver the information obtained for these purposes. Use of information received in this manner may prohibit obtaining further data under IC 5-14-3-3(d)

Approval and Payment of Claims – APV Batch September 15, 2025

A motion to approve the payment of claims made by Amy Jackson and seconded by Tucker King. Motion carried.

Questions or Comments from the Public

No questions or comments were made.

Questions or Comments from the Board

Reminder that the 2026 Budget Adoption meeting is October 23, 2025 at 5:15 PM.

Adjournment

Motion to adjourn made by Jamie Novak and seconded by Tucker King. Motion carried. Meeting adjourned at 5:58 PM.