

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

July 18, 2024 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

### **Attendance**

#### **Present:**

Dara Jeffries, Amy Jackson, Nicole Florek, Justin Holmquest and Karen Ellison

Also Attended

Fonda Owens, Director

#### **Absent:**

Corey Campbell and Bonnie Snider

### **Call to Order**

President Dara Jeffries called the meeting to order at 5:36PM

### **Public Forum**

President Dara Jeffries called for questions or comments from the public. There were none.

### **Consent Agenda**

1. Minutes of the June 24, 2024 Board of Trustees Meeting
2. Financial Report

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

### **Reports**

#### **Managers Reports**

Toni Kester Bulger, Holly Trott and Pam Okosun shared highlights from their monthly reports.

#### **Director**

Director, Fonda Owens, reported that Library staff and herself have attended many outreach community events to promote awareness of Library services. Director Owens attended the Michigan City Chamber's Coffee Connections event, volunteered for the LEAP's annual golf outing and State of Workforce Development of Northwest Indiana and Labor Market event.

The City of La Porte used the Wifi garden to host Congressman Mrvan's announcement of additional funds for the Indiana Avenue road improvement project.

Director Owens spoke about the community meetings held for the LPCPL Exchange Mural project. The artist goal is to have a design ready for a third meeting which would be scheduled to take place before the August board meeting.

She had a conversation with Smithsonian Exhibits about the possibly hosting exhibits, as some of the exhibits are free. Director Owens also reached out to Make48, organizers of maker challenges events. Goal will be to partner with L360 schools to have an event in 2025.

Window repairs for Kingsford Heights and Union Mills branches are scheduled August 2024. Times during the project, the branch locations will need to be closed, reported Director Owens.

#### **Legal Counsel**

No report.

#### **Unfinished Business**

There is none.

#### **New Business**

##### **1. Internet Acceptable Use Policy/ Computer Use Policy**

Policy was presented with no recommendation for any changes. A motion was made by Amy Jackson and seconded by Karen Ellison to approve the WI-FI and Computer Policy presented.

#### **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.

904 Indiana Avenue, La Porte, Indiana 46350 [www.laportelibrary.org](http://www.laportelibrary.org) Telephone:  
219-362-6156

The vote was taken and the motion carried.

## **2. Video Surveillance Policy**

Revision to policy includes first sentence change to included “uses surveillance cameras in its facilities” and images, no audio, is stored on the cameras themselves. A motion was made by Nicole Florek and seconded by Amy Jackson to approve the revisions to the Video Security Camera Policy as presented.

### **La Porte County Public Library Video Security Camera Policy**

The La Porte County Public Library uses surveillance cameras in its facilities to complement other measures to ensure a safe and secure environment for customers and staff. The library’s security system shall be used only for the protection and safety of customers, employees, assets, property, and to assist law enforcement.

Security cameras are positioned to monitor public areas of the library that are not easily viewed from public service desks and staff areas where valuable library property is stored. Reasonable efforts shall be made to safeguard the privacy of customers and employees. Surveillance cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or employee break rooms, nor are they positioned to identify a person’s reading, viewing or listening in the library.

The security cameras will be positioned to record only in those areas specified by the Director. Camera locations shall not be changed or added without the permission of the Director. Images from the library security system are stored digitally on hardware in the library, and retained from two weeks or as storage will allow, unless an incident occurs that requires holding the video longer. In general, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Director or other authorized employees.

#### Use and Disclosure of Video Records – Library

Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions disruptive to normal library operations.

Video records may be shared with authorized employees when appropriate or, upon approval of the Director, other library staff to identify person(s) suspended from library property and to maintain a safe, secure environment as per library policy.

Video records may be used, upon authorization by the Director, as otherwise allowed by law. Use and

#### Disclosure of Video Records – Law Enforcement, etc.

Security camera videos are only made available to law enforcement through a court order, such as a

legal subpoena or warrant. The requirement of a court order may be waived by the Director or authorized employees when appropriate.

Recorded information that is requested by law enforcement will be retained for one year or as necessary for legal proceedings.

Only the Director and other designated library administrators shall be authorized to release any video record to law enforcement.

Only the Director shall be authorized to release any video record to any third party other than law enforcement. The Library will maintain control of and responsibility for the video security system as authorized by the Director.

The vote was taken and the motion carried.

### **3. Resolution to Transfer Surplus Personal Property**

A motion was made by Karen Ellison and seconded by Nicole Florek to approve Resolution to Transfer Surplus Personal Property as presented.

#### **Resolution to Transfer Surplus Personal Property**

In accordance with IC 36-12-3-S(c) the Library Board of Trustees may transfer personal property no longer needed for library purposes for no compensation or a nominal fee to an Indiana nonprofit library organization that is:

tax exempt; and

organized and operated for the exclusive benefit of the library disposing of the property; without complying with IC 36-1-11 or IC 5-22.

Therefore, be it resolved that the La Porte County Public Library Board of Trustees declare that Library Material (print and non-print) and decommissioned computer equipment and furniture items that are no longer needed for Library purposes be given to the Friends of the La Porte County Public Library in accordance with IC 36-12-3-S(c).

A vote was taken and the motion carried.

#### **Approval and Payment of Claims – APV Batch July 18, 2024**

A motion was made by Amy Jackson and seconded by Nicole Florek to approve the payment of claims APV batch dated July 18, 2024. The vote was taken and the motion carried.

#### **Questions or Comments from the Public**

President Dara Jeffries called for questions or comments from the public. There were none.

**Questions or Comments from the Board**

President Dara Jeffries called for questions or comments from the board. Karen Ellison thanked the Library staff for making the Mobile Classroom and its offerings available for the community to see at the La Porte County Fair. Dara Jeffries thanked the board members for texting their input to her during the LPCPL Exchange mural meeting.

**Adjournment**

A motion was made by Amy Jackson and seconded by Nicole Florek to adjourn the meeting at 6:14 PM. The vote was taken and the motion carried.