

La Porte County Public Library Board of Trustees Meeting Minutes

September 19, 2024 at 5:30 PM CDT

904 Indiana Avenue, La Porte, IN 46350

Attendance

Present:

Dara Jeffries, Amy Jackson, Nicole Florek, Bonnie Snider and Karen Ellison

Also Attended

Fonda Owens, Director

Anthony Novak, Attorney

Absent:

Corey Campbell, and Justin Holmquest

Call to Order

President Dara Jeffries called the meeting to order at 5:31PM

Public Forum

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

Consent Agenda

1. Minutes of the August 15, 2024 Board of Trustees Meeting
2. Financial Report
3. Statistics 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 shared highlights from her monthly report.

Director

Director, Fonda Owens, reported that the next step in the strategic process is to have the input meetings. Staff will meet with Trudy Menke next Monday, Tuesday and Wednesday. Community meetings will be held October 8, 9 and 10th at Hanna, Rolling Prairie and Main branches. A community survey will also be available.

Director Owens reported that she has been working with Attorney Anthony Novak on the Libraries 360 agreements. The new relationship with the La Porte Community Schools has brought to light the need to make some changes to the agreements to better serve the students.

Discussions with Michigan City Area Schools and Make48 has made it clear that the school has to be the entity that needs to make the agreement, reported Director Owens.

Director Owens attended the LEAP's Workforce taskforce meeting with a focus on the CTE center at the Boston Admin Building. She has also been working with the Advocacy Committee of IFL regarding library board appointments to city park boards.

Legal Counsel

Attorney, Anthony Novak, reported that he reviewed the policies to be presented later in the meeting agenda. Attorney Novak, also let the Board know that he will be sending out questionnaires for the director's review before the next Board meeting.

Unfinished Business

None

New Business

a. Use of La Porte County Public Library Property Policy

Director Fonda Owens presented the policy which has been reviewed by Attorney Novak and Cardinal Point. A motion was made by Karen Ellison and seconded by Amy Jackson to approve the La Porte County Public Library Property Policy as presented:

Purpose

The purpose of this policy is to ensure that all property maintained by La Porte County Public Library is kept in the best possible working condition and to ensure proper use of such property and La Porte County Public Library networks.

"Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of La Porte County Public Library or any person acting as its agent.

No La Porte County Public Library employee should expect any privacy on La Porte County Public Library premises or when using La Porte County Public Library property or networks, except that which is required by law.

General Guidelines on the Use of LPCPL Property

All La Porte County Public Library employees must maintain their work environment in an orderly fashion and follow all La Porte County Public Library rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused La Porte County Public Library property will be subject to disciplinary action up to and including termination. If an employee's misuse of La Porte County Public Library property damages the property, La Porte County Public Library reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of La Porte County Public Library property is grounds for immediate termination and possible criminal action.

No employee may use La Porte County Public Library property (including but not limited to computers, telephones, cellphones, copiers, faxes, Internet services and printers) for personal use unless specific permission has been granted by the Director or Assistant Director.

If such permission is granted, the employee will be responsible for the care and return of the loaned property. Special care should be taken to identify any concerns regarding its condition before the property is removed or used by the employee for personal use.

Use of LPCPL Vehicles

Any employee for whom driving is an essential job duty must be authorized and approved by their supervisor to drive La Porte County Public Library vehicles. It is the responsibility of the employee driver of a La Porte County Public Library vehicle to ensure that the vehicle is in full operational condition before each use. The employee driver will sign a vehicle log report noting any problems with, or damage to, the vehicle before each use. Should the employee return the vehicle to the company with damage to the vehicle, the vehicle log report will be used as support evidence of the condition of the vehicle before it was used by the employee driver. Any vehicle found to be unsafe will be removed from the operational fleet until appropriate maintenance or repairs have occurred.

Monitoring of Network Communications

La Porte County Public Library reserves the right to monitor at any time any communications that use La Porte County Public Library networks in any way, including data, voice mail, email, telephone logs, Internet use and network traffic, to determine proper use.

La Porte County Public Library will review network communications activity and will analyze use patterns. La Porte County Public Library may choose to publish these data to ensure that company resources in these areas are being used according to this policy.

No employee may knowingly disable any network software or system identified as a monitoring tool installed on Library property as defined by this policy.

The vote was taken and the motion carried.

b. Electronic Devices Security Policy

Director Fonda Owens presented the policy which has been reviewed by Attorney Novak and Cardinal Point. A motion was made by Bonnie Snider and seconded by Amy Jackson to approve the La Porte County Public Electronic Devices Security Policy as presented:

Purpose

This policy addresses the actions that must be taken by all La Porte County Public Library employees who have a company-issued laptop, tablet, cellphone and/or multi-factor authentication key.

Procedures for Laptop and Cellphone Physical Security

Each employee provided with a laptop, tablet, cellphone, or other electronic device that is owned, leased, or otherwise in the custodial care of the LPCPL (hereafter an "Electronic Device") La Porte County Public Library is responsible for the physical security of such device. All such Electronic Devices

acquired for or on behalf of LPCPL are deemed to be LPCPL property and are subject to any other policies concerning LPCPL property.

All employees must take the following actions to ensure the physical security of Electronic Devices.

- When not in use, these items must be locked with a password and caution taken when entering any passwords.
- Passwords must not be shared with any other person.
- Store them in a secure location when not in use.
- Do not leave this equipment in your vehicle. If it is necessary to leave it in your vehicle for a very short period of time, it must be stored out of sight and out of direct sunlight and the vehicle must be locked.
- When using LPCPL Electronic Devices in public areas, do not leave them unattended for any length of time.
- No data should be copied from LPCPL systems or Electronic Devices to personal storage devices.
- Additionally, personal devices (storage, USB drives, phones, other electronic devices) should not be connected, synced or integrated with LPCPL property.
- Employees must only connect to known, encrypted, and approved secure networks when using LPCPL Electronic Devices. The use of unknown networks, even if encrypted, is prohibited, and unencrypted public networks are strictly forbidden. In the absence of an approved network, employees are required to use the hotspot feature on a LPCPL issued cellphone for internet access.
- If an employee encounters issues with their hotspot or has limited service and requires internet access to perform their work, they must immediately notify their supervisor to determine an appropriate course of action.

During travel:

- Do not pack Electronic Devices in checked luggage.
- Attach a name tag or business card to your Electronic Devices to easily identify it during security checks or if lost.
- Store these items in a hotel room safe or locked suitcase when you are not in the room.

Policy Violations

Violation of this policy may be grounds for disciplinary action up to and including termination of employment. If an employee's Electronic Device is stolen due to an employee's negligence, the employee will be responsible for the cost of replacing the Electronic Device.

Return of Electronic Devices

Employees must return all Library issued Electronic Device s to Human Resources on or before their last day of employment.

Please sign below to indicate receipt of the Electronic Devices Security Policy and to authorize the deduction of wages if an Electronic Device is lost or stolen.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The vote was taken and the motion carried.

c. Revisions to Volunteer Policy

Director Fonda Owens presented revisions to the policy which has been reviewed by Attorney Novak. A motion was made by Nicole Florek and seconded by Karen Ellison to approve the La Porte County Public Library Volunteer Policy as presented:

Purpose

The La Porte County Public Library (LPCPL) Volunteer Program is a resource to the Library that provides valuable services to meet the needs of the customers, while allowing individuals the opportunity to contribute to their community in a manner that is meaningful to them. The Library uses volunteers to supplement the efforts of paid library staff in meeting demands for quality public service and aid the library in making the best use of its fiscal resources.

Policy

A volunteer is any individual, 12 years or older, who contributes time, energy, and talents directly or on behalf of LPCPL and is not paid by library funds.

Volunteers under the age of eighteen may need Parent/Guardian written permission before volunteering depending on the nature of the volunteer assignment.

Volunteers may also be a part of a group or organization that volunteers at the Library as a team of people.

Members of the La Porte County Public Library Friends of the Library are considered volunteers under this policy.

Individuals who are completing Court Ordered Community Service are also considered volunteers under this policy.

All volunteers are required to fill out a Volunteer Application Form, which can be submitted electronically through the library s website.

Background checks are an important aspect of the selection process to promote a safe environment for volunteers as well as for employees and visitors to the Library, to protect organizational assets such as people, property and information and to ascertain suitability for a volunteer assignment. Therefore, the La Porte County Public Library conducts background checks on all individuals 18 years and older who apply to volunteer for the Library. These checks are required for all individuals 18 and older that are members of the above referenced groups and organizations as well.

The two types of checks are:

Criminal History Check

All volunteer applicants eighteen (18) years or older are required to undergo a criminal history check as a condition of a volunteering assignment. Having a criminal history of criminal conviction will not automatically preclude volunteer placement. The nature of the offense and its relevance to the particular volunteer assignment will be considered on a case-by-case basis.

It should be noted that all LPCPL staff and those individuals who contract with the La Porte County Public Library to perform, entertain or instruct children under the age of eighteen (18) shall be subject to criminal history check.

Motor Vehicle Record Check

The Bureau of Motor Vehicles makes driving record information available online through Access Indiana to determine a volunteer or employment applicant's driving record and status. Any individuals accepting volunteer assignments that require operation of a motor vehicle will be required to undergo motor vehicle checks.

Volunteers are selected based on their qualifications in relation to the needs of LPCPL at any given time. All volunteers must be accepted by LPCPL prior to performance of assigned tasks. Acceptance of an application is at LPCPL's discretion.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library customers and staff.

Each approved volunteer is assigned to a supervisor. A partnership is created between the volunteer and supervisor to ensure good working relations and communication. It is the responsibility of the supervisor to provide on-the-job training and serve as a direct link between the volunteer and the rest of the staff.

All volunteers are required to read the LPCPL Volunteer Handbook in its entirety prior to beginning their volunteer placement. Each volunteer will participate in an orientation to the Library at which time any questions or concerns about the guidelines, policies, or procedures contained herein should be directed to the staff member providing orientation or to the Volunteer Coordinator before placement.

Volunteers agree that LPCPL may at any time, for whatever reason, decide to terminate the volunteer's relationship with LPCPL, or to make changes in their volunteer assignment.

The vote was taken and the motion carried.

Approval and Payment of Claims – APV Batch September 19, 2024

A motion was made by Nicole Florek and seconded by Amy Jackson to approve the payment of claims APV batch dated September 19, 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. Director Fonda Owens informed the board that the mural on the outside of the LPCPL Exchange building is complete. Celebration event will take place on October 4th from 11:30am to 1:00pm. The mural has been named, “LA Portal”.

Adjournment

A motion was made by Bonnie Snider and seconded by Karen Ellison to adjourn the meeting at 6:16 PM. The vote was taken and the motion carried.