

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, January 24, 2022, in the Beutter-Kernan Hall of the Community Learning Center, 305 South Michigan Street, South Bend, Indiana 46601 and virtually via Zoom at 4:15 p.m. (Eastern Standard Time), pursuant to notice duly given, in accordance with the rules of the Board. All Library Board members received legal notice of the meeting. The meeting was called to order by Ms. Christine Pochert-Ringle, Library Board President, and the minutes of the meeting were recorded by Ms. Rachel Yike, Executive Assistant.

Agenda Item #2 – Determination of Quorum

Ms. Pochert-Ringle conducted the meeting, and Members of the Board were present in-person as follows: Ms. Christine Pochert-Ringle, President; Ms. Ann Rosen, Vice President; Dr. Marvin Curtis, Secretary; Ms. Sally Carlin and Mr. Alan Feldbaum, Members. Mr. Terry Rensberger, Member, was present for the meeting virtually.

Mr. John Wibbens, Member, was in attendance virtually for the meeting but did not attend as a voting member.

At 4:15 p.m., Ms. Pochert-Ringle announced that a quorum of Library Board members was present for the meeting.

Representing the St. Joseph County Public Library were Ms. Debra Futa, Executive Director; Ms. Trish Coleman, Chief Operating Officer for Public Services; Ms. Sarah Hill, Chief Resource Officer; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Kelley Kitchen, Chief Financial Officer and Treasurer for the Library; Ms. Lisa O'Brien, Director of Development; and Ms. Kara Yeomans, Human Resources Officer.

Mr. James A. Masters, Attorney for the Library, was present in person for the meeting. Ms. Antonia Winfrey and Mr. Jackson Kamp, of Bulley & Andrews, joined the meeting virtually.

Agenda Item #3 – Library Board Minutes of the meeting held on December 20, 2021

Ms. Carlin moved to approve the Library Board minutes of the meeting held on December 20, 2021 as presented. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

The statistics for December 2021 show an increase of physical materials checked out during the month, indicating that more patrons are coming into Library branches for items. The year ended with high circulation and an increase in new cardholder signups and door counts across the Library system. Since July 2021, the Library has seen active card holders grow.

The Library has been tracking the comments received from patrons about the new Guest Card policy, and there have been fewer complaints about the changes than initially expected. Mishawaka-Penn-Harris Public Library's Board recently approved a policy that will mirror the changes.

The Community Learning Center opened to the public on January 10, and bookings for the spaces are starting to take off, with nearly \$5,000.00 of charges in room bookings so far.

The Board received an expenditure comparison of 2020 and 2021. The Library's spending was up about 4.66%, not including the construction costs for Main Library. Much of the increase was due to Main Library's reopening, with more being spent on wages and benefits to staff the building.

Dr. Curtis made a motion to approve the Director's Report. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board if there was any further discussion. Hearing none, she polled the Board

on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List for January 24, 2022

Ms. Rosen moved to approve payment on the items on the Bill List for January 24, 2022 and on the items on the 2021 Year End Bill List. Mr. Feldbaum seconded. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for  
January 24, 2022  
(See below)

SPREAD of Library Bill List for  
2021 Year End  
(See below)

January's Gift Log includes several sponsorships for events like Science Alive and One Book, One Michiana.

Mr. Feldbaum moved to accept the gifts on the Gift Log for January 2022. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Gift Log –  
January 2022  
(See below)

Agenda Item #6 – Personnel Changes

Mr. Feldbaum moved to approve the Personnel Changes as presented. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources  
Changes – January 24, 2022  
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

The Library Human Resources Committee met since last month's Library Board meeting and verbally shared their report under Agenda Item #9b.

Agenda Item #8 – Unfinished Business

There was no unfinished business to come before the Board.

Agenda Item #9 – New BusinessAgenda Item #9a – Change Orders for Main Library Project

Gough's contract for the Main Library project had three changes this month: a backcharge to Ziolkowski for event space plaster, site concrete repairs, and miscellaneous backcharges. The changes total an increase of \$4,551.00; Gough's contract now totals \$4,345,192.12.

The contract with Herrman & Goetz will decrease by \$682.00, related to electrical modifications and miscellaneous backcharges. With these changes, the contract has a new total of \$4,143,461.75.

A backcharge from Structural Steel Services for a courtyard fence panel addition will decrease Indiana Earth's contract for the project. The contract will decrease by \$2,756.00, for a new total of \$501,095.85.

Miscellaneous flooring adjustments will add another \$3,875.00 to the contract with Interior Finishes, to now total \$914,316.50.

Doors for the Smart Box, general trades and millwork changes, and handwash stations added \$11,164.00 to Larson Danielson's general trades contract, which will total \$2,383,851.52 with these changes.

The project's millwork contract, also with Larson Danielson, has a Change Order that covers owner allowed overtime and miscellaneous millwork changes for an increase of \$9,681.00. The millwork contract with Larson Danielson will now total \$1,540,273.00.

Midland Engineering's contract has a new total of \$989,282.00, decreasing by \$4,943.00 from the site concrete repairs.

Reith Riley's allowance of \$40,000.00 was taken out of their contract, which will now total \$59,500.00.

Miscellaneous backcharges, from repair work from Gough, will decrease the contract with Shambaugh by \$611.00, making its new total \$410,594.75.

Courtyard fence panel additions, steel modifications, and site concrete repairs increased the contract with Structural Steel Services by \$4,177.00; the contract for the project now totals \$2,064,549.00.

Ziolkowski Construction's contract will decrease by \$13,826.00 and now total \$3,241,107.00. The changes come from the event space plaster repair and site concrete repairs.

The Change Orders for January 2022 total a decrease of \$29,370.00 to the contracts for the Main Library project.

Mr. Rensberger moved to approve the Change Orders for the Main Library Project with Gough, Inc.; Herrman & Goetz; Indiana Earth; Interior Finishes; Larson Danielson; Midland Engineering; Reith Riley; Shambaugh & Son; Structural Steel Services; and Ziolkowski Construction. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion. When there was none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of AIA Document G701:  
Change Order  
RE: SJCPL Main Library  
Renovation and Addition  
(See below)

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(See below)

Agenda Item #9b – Recommendation to Hire Firm for Executive Director Search

The Human Resources committee, Ms. Rosen, and Mr. Wibbens and including Mr. Feldbaum, met on several occasions to prepare to hire a search firm for the Executive Director position. The Library and the committee made the recommendation to hire John Keister & Associates to assist in the search.

Mr. Feldbaum moved to hire John Keister & Associates, LLC for the Executive Director search. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion, then polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Letter from  
John Keister  
(See below)

Agenda Item #9c – Additional 2021 Appropriation Transfers

In December, the Board approved estimated appropriation transfers as well as encumbrances to bring into 2022. The Library requests approval of final appropriation transfers in order to close the 2021 fiscal year, including a fund transfer in the amount of \$2,268.12 from the General Fund to the Program Fund to cover some overspending in the Program Fund.

Ms. Rosen moved that the Board resolve to reconcile transfers and encumbrances approved by the Board resolution in December to the final expenditures of the fiscal year. Mr. Rensberger seconded. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Kelley Kitchen  
Re: Reconciliation of Appropriations  
Encumbrances and Transfers  
(See below)

Agenda Item #9d – Professional Meetings/Training Budget for 2022

For 2022, the Library hopes many workshops and conferences will take place in person, so the budget covers mostly in-person attendance, though some virtual events are included.

Ms. Carlin made a motion to approve the professional meetings and staff training budget for 2022 as presented. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for any further questions or discussion on the matter. Hearing none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Kelley Kitchen  
Re: Professional Meetings and  
Training Budget Recommendation  
(See below)

Agenda Item #9e – Library Capital Asset Policy

Dr. Curtis moved that the Board resolve to establish the proposed Capital Assets policy in accordance with the Indiana State Board of Accounts. Ms. Carlin seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Board  
Resolution to  
Establish a Capital  
Asset Policy  
(See below)

Agenda Item #9f – Outstanding Warrants

Ms. Rosen made a motion that the Board resolve to cancel outstanding warrants two or more years old. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Cancellation of  
Outstanding Checks/Warrants as of  
January 1, 2022  
(See below)

Agenda Item #9g – Reciprocal Borrowing Agreement between New Carlisle-Olive Township Public Library and SJCP

The Library asked the Board to approve the formal covenant at this meeting. The New Carlisle-Olive Township Public Library Board is expected to approve it at their meeting in February.

Mr. Feldbaum moved that the Board approve the proposed formal reciprocal covenant between New Carlisle-Olive Township Public Library and SJCP. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Local Reciprocal Borrowing  
Covenant between New Carlisle-Olive  
Township Public Library and  
St. Joseph County Public Library  
(See below)

Agenda Item #9h – Library Board Resolution to Declare Excess Withdrawn Library Materials

Dr. Curtis made a motion to approve the resolution to declare 8,174 items excess withdrawn Library materials be sold to the Friends of the Library for \$1.00 and to declare withdrawn computer equipment as excess. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of December 2021  
Library Materials  
Declared Excess  
(See below)



Agenda Item #10 – Other Business

There was no other business to come before the Board.

Agenda Item #11 – Hearing of Visitors

Ms. Pochert-Ringle asked if there were any visitors present in the meeting who would like to address the Board. There were no visitors present.

Agenda Item #12 – News & Education

There were no items to report.

Agenda Item #13 – Next Library Board meeting dates

**Annual Library Board Meeting, Monday January 24, 2022, immediately following the regular Board meeting** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601 and via Zoom.

**Library Board of Finance Meeting, Monday January 24, 2022, immediately following the Annual Board meeting** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601 and via Zoom.

**Library Board Meeting, Monday February 28, 2022 at 4:15 p.m.** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601.

**Library Board Meeting, Monday March 28, 2022 at 4:15 p.m.** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601.

**Library Board Meeting, Monday April 25, 2022 at 4:15 p.m.** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601.

**Library Board Meeting, Monday May 23, 2022 at 4:15 p.m.** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601.

Agenda Item #14 – Adjournment

With no other business to come before the Board at this meeting, Ms. Pochert-Ringle asked the Board for a motion to adjourn. Ms. Carlin moved to adjourn the Library Board meeting. Dr. Curtis seconded. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present. The St. Joseph County Public Library Board meeting adjourned at 4:59 p.m.

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Christine Pochert-Ringle, President

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Ann Rosen, Vice-President

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Marvin Curtis, Secretary

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Alan B. Feldbaum, Member

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Terry R. Rensberger, Member

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Ruth Warren, Member

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John Wibbens, Member