

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, February 28, 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; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum and Ms. Ruth Warren, 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.

Ms. Ann Rosen, Vice President, was absent from the meeting.

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; Ms. Rona Plummer, Director of Branch Services; and Ms. Kara Yeomans, Human Resources Manager.

Mr. James A. Masters, Attorney for the Library, was present in person for the meeting.

Agenda Item #3 – Library Board Minutes of the meetings held on January 24, 2022

Mr. Feldbaum moved to approve the Library Board minutes of the meetings that were held on January 24, 2022. Dr. Curtis seconded. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

While the statistics show that the number of cardholders is down, that is because of the annual purge of unused accounts. However, new card signups have increased 250% this year, compared to the numbers from 2021.

John Keister, the consultant, should have a website for the Executive Director search ready for the public this week. The posting will be advertised in various places, including on the American Library Association website.

Dr. Curtis made a motion to approve the Director's Report. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion; when there was none, she polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List for February 28, 2022

Mr. Feldbaum moved to approve payment on the items on the Library Bill List for February 28, 2022. Dr. Curtis seconded. Ms. Pochert-Ringle polled the board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for  
February 28, 2022  
(See below)

Mr. Feldbaum moved to accept the gifts on the Gift Log for February 2022. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Gift Log –  
February 2022  
(See below)

Agenda Item #6 – Personnel Changes

This month's Personnel Changes include a list of monthly cell phone stipends for some staff members.

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

SPREAD of Human Resources  
Changes – February 28, 2022  
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held since the last Board meeting in January.

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

Foegley's Change Order for the month covers owner allowed overtime, which cost an additional \$7,063.00, making the contract's updated total \$720,740.00.

Larson Danielson's general trades contract will increase by \$6,051.00 to cover costs associated with the Smart Box doors, hand wash stations, and general trades and millwork. The contract will now total \$2,378,738.82.

There was also a change to Larson Danielson's millwork contract for the Main Library project. This change, an increase of \$3,237.00, covers additional changes to general trades and millwork as well as cabinet door locks.

The Change Order for Midland Engineering covers masonry adjustments for an additional \$4,332.00; the contract's new total is \$993,614.00.

Damaged glass at the new building will add \$19,434.00 to the contract with Precision Wall Systems. That contract will now total \$1,607,071.00.

Because Precision Wall Systems handled the damaged glass at the Annex building, the contract with Structural Steel Services will decrease by \$18,634.00, making the contract's new total \$2,039,979.00.

The final Change Order for the month, with Ziolkowski Construction, is an increase of \$1,078.00, related to event space plaster repair and the damaged glass at the Annex building. With this change, the contract with Ziolkowski Construction totals \$3,242,185.00.

The Change Orders for February 2022 total an increase of \$22,561.00 to the Main Library project.

Mr. Feldbaum moved to approve the Change Orders for the Main Library Project with Foegley Landscape; Larson Danielson; Midland Engineering; Precision Wall Systems; Structural Steel Services; and Ziolkowski Construction. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked for any further discussion on the Change Orders. When there was none, she polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of AIA Document G701:  
Change Order  
RE: SJCL Main Library  
Renovation and Addition  
(See next page)

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 – Employee Handbook Change

Dr. Curtis moved to approve the proposed change to the SJCPL Employee Handbook. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion. When there was none, she polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Sarah Hill and Kara Yeomans  
RE: Emergency Weather Closing  
Change Proposal  
(See below)

Agenda Item #9c – Reciprocal Borrowing Agreement between Walkerton-Lincoln Township Public Library and SJCPL

Walkerton-Lincoln Township Public Library's Board has already approved the agreement, and the document will formalize reciprocal lending between the two libraries.

Mr. Feldbaum moved to approve the reciprocal borrowing agreement with Walkerton-Lincoln Township Public Library. Ms. Warren seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Local Reciprocal  
Borrowing Covenant  
(See below)

Agenda Item #9d – Update on Community Learning Center

Because of audio difficulties in the meeting, the Board decided to postpone the planned presentation on the Community Learning Center. No formal Board action was required for the agenda item.

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

Mr. Feldbaum made a motion to approve the resolution to declare 8,058 items excess withdrawn Library materials sold to the Friends of the Library for \$1.00 and to declare withdrawn computer equipment as excess. Ms. Warren seconded. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of January 2022  
Library Materials  
Declared Excess  
(See below)

Agenda Item #10 – Other Business

Ms. Pochert-Ringle announced that Ms. Warren will serve on the Public Service Committee, taking Ms. Carlin's place.

Agenda Item #11 – Hearing of Visitors

Ms. Pochert-Ringle asked if there were any visitors present who wished to address the Library Board. No visitors spoke to the Board.

Agenda Item #12 – News & Education

There were no items to come before the Board.

Agenda Item #13 – Next Library Board meeting dates

**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, Classroom D, 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, Classroom B, 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, Classroom B, 305 S. Michigan Street, South Bend IN 46601.

**Library Board Meeting, Monday June 27, 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

Ms. Warren moved to adjourn the Library Board meeting. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Warren – 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 4:48 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