

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, March 28, 2022, in Classroom D 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; Mr. Alan Feldbaum and Ms. Ruth Warren, Members. Mr. John Wibbens, Member, was present for the meeting virtually.

Mr. Terry Rensberger, 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 there was a quorum of Library Board members 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. Jennifer Henecke, Chief Engagement Officer; Ms. Sarah Hill, Chief Resource 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. Ms. Antonia Winfrey of Bulley & Andrews joined the meeting virtually.

Agenda Item #3 – Library Board Minutes of the meeting held on February 28, 2022

Dr. Curtis moved to approve the February Board minutes as presented. Ms. Warren seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Ms. Rosen – Aye; Ms. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

The Public Library Association had its first national conference since the start of the pandemic, and six staff members attended the event in person, with a few more staff members attending virtually. The Board can expect to see reports about the conference from those staff members in April.

Work has continued in the courtyard of Main Library, and plants should be going into the space in early April. The Library hopes to officially dedicate the courtyard and Community Learning Center in late April.

The correct espresso machine finally arrived for the café, and the health department's inspection went well, allowing the café to open on Friday, April 1.

John Keister, the consultant for the search for the Library's new Executive Director, is currently conducting pre-interviews with candidates. Once those are complete, he will have candidates complete mini-essays and contact the Board in early April with next steps.

The Library is spending at a high rate compared to 2021 with more construction bills and projects to pay for this year. In the coming weeks, the Library's leadership will meet about the budget to ensure it stays on track.

February continued to show growth in data points such as WiFi usage. Statistical reports also show that the Library has been reengaging occasional or inactive cardholders recently, and there has been a recent increase in new cardholders.

Ms. Rosen made a motion to approve the Director's Report. Ms. Warren seconded. 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; Ms. Rosen – Aye; Ms. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

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

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

SPREAD of Library Bill List for
March 28, 2022
(See next page)

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

March's Gift Log includes two sponsorships for One Book, One Michiana and two sponsorships for the Summer Reading Challenge.

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

SPREAD of Gift Log –
March 2022
(See below)

Agenda Item #6 – Personnel Changes

In addition to Ms. Futa's retirement from the Library, the Personnel Changes in March include the retirement of Ms. Dana Labrum, the current Branch Manager of the Francis Branch, who has held various positions throughout her career with the Library.

Ms. Rosen made a motion to approve the Personnel Changes as presented. Dr. Curtis seconded. Ms. Pochert-Ringle asked the Board for any further discussion. Hearing none, she polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Ms. Rosen – Aye; Ms. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

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

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held.

Agenda Item #8 – Unfinished Business

There was no unfinished business to come before the Board.

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

The Change Order with Art Mosaic this month covers overtime and miscellaneous floor adjustments. The changes add an additional \$2,995.00, making the contract's new total \$490,773.00.

Foegley Landscape has a Change Order to its contract for the bike loop concrete work. The contract increases \$1,478.00 and will now total \$722,218.00.

Drywall modifications in the Library space added \$14,817.00 to the contract with Gough for the Main Library project. With this change, the contract totals \$4,360,009.12.

The contract with Hermann & Goetz will decrease by \$830.00, for punchlist adjustments and electrical modifications. Hermann & Goetz's contract for the project will now total \$4,142,631.75.

Miscellaneous flooring adjustments resulted in an increase of \$1,159.00 to the contract with Interior Finishes. The contract's new total is \$915,475.50.

Larson Danielson's contract increases by \$5,292.00 to cover additional general trades and millwork. This contract for the project now totals \$2,384,030.82.

Oosterbaan performed painting touchups in both buildings at a cost of \$2,800.00; the contract will now total \$436,249.75.

Robert Henry will fix cracked diamonds in the makerspace for an additional \$1,234.00, making the contract's new total \$1,209,155.00.

The Change Orders for March 2022 total an increase of \$28,945.00 to the Main Library project.

Dr. Curtis made a motion to approve the Change Orders with Art Mosaic; Foegley Landscape; Gough, Inc.; Herrman & Goetz; Interior Finishes; Larson Danielson; Oosterbaan & Sons; and Robert Henry Corporation. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Ms. Rosen – Aye; Ms. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

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

Agenda Item #9b – Non-Resident Fee Card Rate for 2022

Mr. Feldbaum moved to set the Non-Resident Fee Card rate at \$90.00, effective April 1, 2022. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion, and when there was none, she polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Ms. Rosen – Aye; Ms. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Kelley Kitchen
Re: 2022 Non-Resident Fees
(See below)

Agenda Item #9c – Interim Library Director Appointment

The agreement appoints Ms. Coleman as Interim Director of the Library through June 30, 2022, and Ms. Coleman has agreed to remain in the role through that date, even if a new Library Director is hired before then. The agreement can be extended in increments of 30 days if necessary.

Dr. Curtis moved to approve the proposed agreement to name Trish Coleman as the Interim Director of the Library, effective April 1, 2022. Ms. Warren seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Ms. Rosen – Aye; Ms. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Employment
Agreement for Interim
Director of the St. Joseph
County Public Library
(See below)

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

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

SPREAD of February 2022
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 invited members of the public to address the Board. Mr. Donald Napoli, of South Bend, retired Executive Director of the Library, spoke to wish Ms. Futa well in her retirement.

Agenda Item #12 – News & Education Items

The Library has been part of the OF/BY/FOR All since 2018 and is preparing to start another team as part of that work, and the Board can expect to receive updates about that team's work in the future.

Agenda Item #13 – Next Library Board meeting dates

Library Board Meeting, Monday April 25, 2022, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend, IN 46601.

Library Board Meeting, Monday May 23, 2022, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend, IN 46601.

Library Board Meeting, Monday June 27, 2022, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend, IN 46601.

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

Agenda Item #14 – Adjournment

With no further business to come before the Board, Ms. Pochert-Ringle asked for a motion to adjourn the meeting. Dr. Curtis moved to adjourn. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Ms. Rosen – Aye; Ms. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present. The St. Joseph County Library Board meeting adjourned at 5:00 p.m.

Christine Pochert-Ringle, President

Ann Rosen, Vice-President

Marvin Curtis, Secretary

Alan B. Feldbaum, Member

Terry R. Rensberger, Member

Ruth Warren, Member

John Wibbens, Member