

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, April 25, 2022, in Classroom B 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, Library Board President; Ms. Ann Rosen, Vice President; Mr. Alan Feldbaum and Mr. John Wibbens, Members.

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

Dr. Marvin Curtis, Secretary, and Ms. Ruth Warren, Member, were absent from the meeting.

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. Trish Coleman, Interim Director; 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, and Dr. Matthew Sisk, Friends of the Library Board President, were 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 March 28, 2022

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

Agenda Item #4 – Director's Report

Numbers from the door counts have been going up since the start of 2022 at all Library locations, totaling 4,105 at Main in the week of April 17-23, which is up by more than 1,500 from the beginning of the year. There has also been an increase in meeting room reservations; meeting rooms at each branch, including the smaller branches like Lakeville, have been reserved at least once a month.

The Library's cafe, St. Joe Coffee Co., made about \$2,000.00 in sales in the first two weeks of April

The number of cardholders continues to grow, with 843 new cards made in March 2022. Sixty-five Guest Cards, to replace reciprocal borrowing cards, have been made so far.

Notre Dame and St. Mary's students assisted with the preparation of 286 tax returns this year at Main Library, and another 450 returns were prepared by VITA volunteers at several of the Library branches.

As April draws to a close, the programming for One Book One Michiana, centered on *Just Mercy* by Bryan Stevenson, is coming to an end. Later in the evening, Anthony Ray Hinton, one of Stevenson's exonerated clients, will speak in the Main Library auditorium, with an overflow room for more attendees.

In May, local architect Arkos Design will receive an award for excellence in construction for additions and renovations for the Main Library project from Michiana Builders Association.

The ribbon-cutting for the Community Learning Center will be on May 20, at 11:00 a.m.

Mr. Feldbaum made a motion to approve the Director's Report. Ms. Rosen seconded. Ms. Pochert-Ringle asked the Board for any further questions or discussion. Hearing none, she polled the Board for the vote: Mr. Feldbaum – Aye; Ms. Rosen – 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 April 25, 2022

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

SPREAD of Library Bill List for
April 25, 2022
(See next page)

SPREAD of Library Bill List for
April 25, 2022
(See below)

Agenda Item #6 – Personnel Changes

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

SPREAD of Human Resources
Changes – April 25, 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 Orders for Main Library Projects

Gough's contract for the Main Library project will increase by \$1,585.00, to cover the cost of roller shade window pockets. With this update, the contract will now total \$4,361,594.12.

Time and material work for electrical modifications, stage AV boxes, and floor boxes for the second floor of the Community Learning Center will add an additional \$5,623.00 to the contract with Herrman & Goetz, which will now total \$4,148,254.75.

Reconciling the allowances for Larson Danielson's general trades contract will increase that contract by \$7,915.00 for a new total of \$2,386,309.82.

The laylight clarifications and electrical modifications will add \$15,747.00 to Larson Danielson's millwork contract, making its new total \$1,559,257.00.

A cost of \$454.00, to cover bike loop concrete, will be added to the contract with Robert Henry Corporation for the Main Library project. With the change, the contract's new total will be \$1,207,921.00.

The Change Order requests for April 2022 total an increase of \$31,324.00.

Ms. Rosen moved to approve the Change Orders with Gough, Herrman & Goetz, Larson Danielson, and Robert Henry Corporation for the Main Library Project. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion; when there was none, she polled the Board for the vote: Mr. Feldbaum – Aye; Ms. Rosen – 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: 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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SPREAD of AIA Document G701:
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(See below)

Agenda Item #9b – Request for Fees for Additional Services by the Architectural Team and the Mechanical Engineer

RAMSA continues work on the remaining pieces of the Main Library project, including bi-weekly construction meetings and coordinating with the mechanical engineer, and this request covers that work starting in April 2022.

The mechanical engineer has also requested additional fees for their work, which includes conversations and meetings that continue with the mechanical contractor and some open field items.

The two requests total a cost of \$76,200.00.

Ms. Rosen made a motion to approve the Additional Service Requests. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Mr. Feldbaum – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Additional Service
Request #10 – 11
(See next page)

SPREAD of Additional Service
Request #10 – 11
(See below)

Agenda Item #9c – Public Policy Manual Change

Mr. Feldbaum moved to change the fee for faxing to \$0.25 per page. Mr. Wibbens seconded. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board on the motion: Mr. Feldbaum – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Sarah Hill
RE: Update to Public Service
Policy Manual – Faxing
Service Charge
(See below)

Agenda Item #9d – Menu Pricing for St. Joe Coffee Co.

Mr. Feldbaum made a motion to approve the proposed menu pricing for café items, with adjustments in pricing as necessary not to exceed 10% without approval from the Board, and for new items to be added to the menu following the same pricing structure as presented. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked for any further discussion then polled the Board on the motion: Mr. Feldbaum – Aye; Ms. Rosen – 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: Menu Pricing for
St. Joe Coffee Co.
(See below)

Agenda Item #9e – Purchase of Gift Cards for Programming Incentives

Each year, the Library gives out gift cards to patrons who sign up for Summer Reading and other programs. The proposed policy formalizes how those gift cards are purchased and distributed.

Mr. Wibbens moved to approve the purchase of gift cards for programming needs. Ms. Rosen seconded. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board for the vote: Mr. Feldbaum – Aye; Ms. Rosen – 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: Gift Cards
(See below)

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

Mr. Feldbaum moved to approve the resolution to declare 5,695 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. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Mr. Feldbaum – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of March 2022
Materials Declared Excess
(See below)

Agenda Item #10 – Other Business

The consultant hired by the Board for the search for the next Library Director has narrowed down the candidates, who will be interviewed by the Board in the next week.

Agenda Item #11 – Hearing of Visitors

Ms. Pochert-Ringle invited visitors to address the Board. There were no visitors present in the meeting.

Agenda Item #12 – News & Education

Dr. Sisk, President of the Friends of the Library Board, and Ms. O'Brien spoke to the Board about the work of the Friends of the Library Board. The Friends of Library Board supports the Library through fundraising, advocacy, and program support, and overseeing the Library's book sales.

Each year, the Friends of the Library Board allocates funds to support the Library's programs, development and marketing costs, and education assistance. In 2022, the Friends committed \$40,000.00 to support the Library in these areas.

The Friends help to support the Library's Development team with donor events, the solicitation of in-kind donations, and spreading word through their network about fundraising campaigns. In 2021, the Friends were instrumental in gathering donations for the donor preview party ahead of Main Library's reopening to the public, as well as soliciting prizes for the Summer Reading Challenge raffles.

Agenda Item #13 – Next Library Board meeting dates

Library Board Closed Executive Session, Monday April 25, 2022 immediately following the regular monthly open meeting to receive information about and interview prospective employees to replace the Executive Director, as provided by IC 5-14-1.5-6.1(5), 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.

Library Board Meeting, Monday August 22, 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. Mr. Wibbens moved to adjourn the Library Board meeting. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Mr. Feldbaum – Aye; Ms. Rosen – Aye; Mr. Wibbens – 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 5:20 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