

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, April 26, 2021, virtually via Zoom, in accordance with Governor Holcomb’s Executive Orders 20-09 and 21-08, 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, 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 shown to be present as follows: Ms. Christine Pochert-Ringle, President; Ms. Ann Rosen, Vice President; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum, Mr. August Freda, and Mr. Terry Rensberger, Members.

Ms. Sally Carlin, Member, was absent from the meeting.

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

Representing the St. Joseph County Public Library were Ms. Debra Futa, Executive Director; Ms. Nancy Korpala, Chief Financial Officer and Treasurer to the Library; Ms. Sarah Hill, Chief Resource Officer; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Lisa O’Brien, Director of Development and Process Improvement; Ms. Rona Plummer, Director of Branch Services; and Ms. Kara Yeomans, Human Resources Manager.

Ms. Antonia Winfrey, of Bulley & Andrews, and Mr. James A. Masters, Attorney for the Library, were also present for the meeting.

Agenda Item #3 – Library Board Minutes of the meeting held on March 23, 2021

Ms. Pochert-Ringle asked if there were any additions or corrections to the minutes of the March meeting. Dr. Curtis moved to approve the Board minutes of the meeting held on March 23, 2021 as presented. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – 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

At Main Library, painting is moving along in many of the spaces, while on the third floor of the library, contractors are preparing for carpeting. Restroom partitions and fixtures should be added soon. In the Annex building, the stage space is still being framed, and windows have been added to the Technology Center and courtyard.

Digital checkouts reached nearly 37% in March, and total circulation is up 28% compared March 2020, when the Library was closed for the second half of the month. The number of reference questions is also higher than last March.

The Fund report shows a healthy balance in the General Fund, in reserves, the Rainy Day Fund, and LIRF. Though some of these funds will be used for the Main Library project, the Library is confident that it will finish the year in a good financial position.

Included in the Board packets is a first-quarter expenditure comparison. Because there was an extra pay period in the first quarter of 2021, some categories, such as salaries, show an increase, while group insurance claims are also up, possibly due to staff scheduling appointments and procedures that were postponed during the start of the pandemic. Meanwhile, supplies, services, and capital expenses were

lower. Overall, the Library spent over \$200,000.00 less in the first quarter of 2021 than the first three months in 2020.

Mr. Freda made a motion to approve the Director's Report. Mr. Feldbaum seconded the motion. 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; Mr. Freda – 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 April 26, 2021

The April Bill List includes payments for some of the Library's renewal of passes at museums and other venues included in the Library's Discovery Pass, such as Potawatomi Zoo.

Mr. Feldbaum moved to approve payment on the items on the Bill List for April 26, 2021. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle asked for discussion. When there was none, she polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – 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  
April 26, 2021  
(See next page)

SPREAD of Library Bill List for  
April 26, 2021  
(See below)

Mr. Feldbaum made a motion to accept the Gifts on the April Gift Log. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – 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 – April 26, 2021  
(See below)

Agenda Item #6 – Personnel Changes

Due to technical issues, Mr. Freda was absent from the meeting during discussion of the Personnel Changes.

Mr. Feldbaum moved to approve the Personnel Changes as presented. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion. Hearing none, she polled the Board on the motion: 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 – April 26, 2021  
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held since the March Board meeting.

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

Mr. Freda rejoined the meeting for discussion of the Change Orders.

To cover an additional six weeks of construction management services, which will span from June 18 to August 18, the contract with Bulley & Andrews, originally awarded for \$1,579,213.00, will increase \$67,547.00, for a new total of \$1,663,635.00.

E. J. White performed temporary drainage on the third floor of the Annex space to ensure that crews could continue working through the winter. This cost \$2,682.00. The contract with E. J. White, originally \$705,604.00, now totals \$716,756.00.

There were two Change Orders to the contract with Gough. The first covers a correction to the March Change Order, which was an increase of \$1,750.20. A second Change Order, a decrease of \$48,777.00, includes changes to the auditorium parapet, sound booth built in field, and wall changes in the Annex building. Gough's contract was awarded for \$4,185,000.00, and with these two Change Orders now totals \$4,247,772.82.

The contract with Herrman & Goetz, awarded for \$3,874,700.00, increased \$22,050.00 with this month's Change Order. The changes include the electrical work for the sound booths, audio-visual on the third floor of the Annex, lighting adjustment, two new terrace outlets, and electrical upgrades. The contract has a new total of \$3,966,841.75.

Larson Danielson's Change Order covers a hardware change from aluminum to bronze, the doors to the sound booths, and the management of winter conditions for an increase of \$68,004.00. The contract with Larson Danielson was awarded for \$2,062,029.00 and has a new total of \$2,238,194.82.

The contract with Mechanical Concepts, originally \$2,906,000.00, will now total \$3,207,821.50. April's Change Order, an increase of \$10,997.00, covers two changes: managing winter conditions and the furnishing and installation of the diffusers and grilles of the sound booth doors.

Changes to the auditorium's parapet details will decrease the contract with Midland Engineering by \$1,143.00. The contract was awarded for \$994,600.00 and will now total \$982,832.00.

An increase to the contract with Shambaugh of \$5,275.75 includes the monumental stairs scaffolding, sprinkler heads inside the sound booths, and water distribution. The contract, awarded for \$439,450.00, has a new total of \$411,181.75.

The Change Order for Spray Insulation is a correction from a Change Order in March. March's Change Order labeled the contractor as Krez Group instead of Spray Insulation.

The Change Order for Structural Steel Services are costs for labor for masonry support to the gallery and cladding support detail. The changes increase the cost of the contract by \$3,282.00; the contract was originally \$1,947,900.00 and will now total \$2,045,254.00.

The Change Order with Ziolkowski Construction covers management of winter conditions during construction, along with changes to walls, increases the contract \$5,152.00. Awarded for \$3,090,000.00, the contract now costs \$3,200,581.00.

The Change Orders in April total an increase of \$144,847.95.

Ms. Rosen moved to approve the Change Orders with Bulley & Andrews; E. J. White; Gough; Herrman & Goetz; Larson Danielson; Mechanical Concepts; Midland Engineering; Shambaugh & Son; Spray Insulation; Structural Steel Services; and Ziolkowski Construction. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked for any further discussion then polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – 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: SJCLP Main Library

Addition and Renovation

(See below)

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



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Change Order  
RE: SJCPL Main Library  
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(See below)

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Change Order  
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(See below)

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

Agenda Item #9b – SJCPL Collection Development Policy

The proposed policy is a stronger statement for diversity, equity and inclusion. This policy also lays out an official procedure for any challenges to materials and has been updated to address digital materials.

Mr. Rensberger made a motion to approve the SJCPL Collection Development Policy as presented. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – 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  
Dave Heidt  
Re: Proposal to Update the  
SJCPL Collection  
Development Policy  
(See below)

Agenda Item #9c –Laptop/Hotspot to Checkout

The Library proposes the circulation of hotspot and laptop kits at the neighborhood and community branches to support ongoing digital equity efforts. There will be 14 kits, with a check-out period of one week and no rental fees. The kits cannot be renewed and will carry an overdue fee of \$5.00 per day.

Mr. Feldbaum moved to approve the proposed circulation policies for Laptop and Hotspot Checkout. Ms. Rosen 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. Freda – 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  
Lisa O'Brien  
Re: Circulating Laptop/Hotspot  
Kits Proposal  
(See below)

Agenda Item #9d – Board Acceptance of Grant Award

Dr. Curtis made a motion to accept the grant from the American Library Association for \$3,000.00. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – 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  
Lisa O'Brien  
Re: Board Acceptance of ALA's  
"Libraries Transforming  
Communities" Grant  
(See below)

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

Mr. Freda moved to declare 6,345 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. Rensberger seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of March 2021  
Materials Declared Excess  
(See below)

Agenda Item #10 – Other Business

House Enrolled Act 1437 allows for a hybrid model of virtual and in-person Board meetings to take place, with three or fewer members of the Board participating in meetings remotely. Members can participate electronically twice consecutively before they must attend in person at a public meeting.

The current Library Board by-laws do not allow for electronic participation in Board meetings. Mr. Masters recommends amending the Board by-laws at a special Library Board meeting in May in order to address virtual participation in Board meetings.

Mr. Feldbaum moved that the Board resolve to amend the by-laws to allow electronic participation at a special Library Board meeting in May in accordance with HEA 1437. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion. Hearing none, she polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Mr. Freda informed the Board that because he is moving outside of the district of St. Joseph County Public Library, he would be resigning from the Board in June.

Agenda Item #11 – Hearing of Visitors

Ms. Erin Patzkowsky, resident of South Bend, spoke to the Board on concerns related to Studio 304's operation as well as the document scanners at the branches.

Agenda Item #12 – News & Education Items

There were no items to report for April.

Agenda Item #13 – Next Library Board meeting dates

**Library Board Meeting, Monday May 24, 2021, 4:15 p.m.** Keller Park Branch Library, 737 Beale Street, South Bend, IN 46616, in the public meeting room.

**Library Board Meeting, Monday June 28, 2021, 4:15 p.m.** Location TBD.

**Library Board Meeting, Monday July 26, 2021, 4:15 p.m.** Location TBD.

**Library Board Meeting, Monday August 23, 2021, 4:15 p.m.** Location TBD.

Agenda Item #14 – Adjournment

With no further business on the agenda, Ms. Pochert-Ringle asked the Board for a motion to adjourn the meeting. Dr. Curtis moved to adjourn. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – 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 adjourned at 5:36 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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Sally Carlin, Member

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Alan B. Feldbaum, Member

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August R. Freda, Jr., Member

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Terry R. Rensberger, Member