

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, May 23, 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; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum, Mr. Terry Rensberger, Dr. Ruth Warren, and Mr. John Wibbens, Members.

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; Ms. Kara Yeomans, Human Resources Manager; and Mr. Scott Sandberg, Research Librarian.

Mr. Robert Masters, Attorney for the Library, was also present for the meeting.

Agenda Item #3 – Library Board Minutes of the meeting held on April 25, 2022

Dr. Curtis moved to approve the April meeting minutes as presented. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. 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 Library's cafe hours have changed. The cafe is now open 8:00 a.m. to 12:00 p.m. Monday through Friday.

In April, the Library held an Ask a Lawyer event, where attendance was similar to pre-pandemic numbers of the same event in 2019.

The ribbon-cutting for the Community Learning Center and the courtyard at Main Library was held on Friday, May 20 and included performances by the Music Village. The following day, May 21, the Library held the exhibitors' portion of Science Alive, which drew in about 700 patrons, though the event was moved indoors because of weather.

The Library's digital literacy committee continues to look for organizations in need of laptop and hotspot kits, and one of those kits was recently delivered to a Library Home Delivery patron along with Library materials.

The Library is seeing the effects of going fine-free in its circulation of materials. At LaSalle Branch, there has been a 190% increase in the circulation of adult DVDs and the circulation of children's picture books has grown by 13%. Overall, circulation has increased 30% at LaSalle Branch for the first quarter of 2022 compared to 2021's first quarter.

COVID-19 test kits were recently delivered to service desks at the Library to distribute to patrons.

The Library's Summer Reading Club begins Wednesday, June 1 and runs through July 31. The kickoff event for Summer Reading is Friday, June 3, in Main Library's courtyard.

Starting June 6, Main Library will be a free lunch site for ages zero to eighteen through the South Bend Community School Corporation's free lunch program. Meals will be in the Storyhouse in the children's area.

Since the start of 2022, the Library has seen an increase of about 6,000 in its numbers of active cardholders. In addition to the growth in cardholders, attendance for programming in April 2022 was strong, with around 25 attendees per program for a total of 5,000 in attendance at programs during the month.

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: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. 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 May 23, 2022

Dr. Curtis made a motion to approve payment on the items on the Bill List for May 23, 2022. Mr. Rensberger 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. Rensberger – Aye; Ms. Rosen – Aye; Dr. 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
May 23, 2022
(See next page)

SPREAD of Library Bill List for
May 23, 2022
(See below)

The May Gift Log consists of two sponsorships from Masterbilt for the Summer Reading Club and Explore-a-Story.

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

SPREAD of Gift Log –
May 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: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources
Changes – May 23, 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 Project

Plumbing modifications will come out of the allowance of the contract with E. J. White. The contract's total will remain \$730,269.00.

Drywall modifications will add \$1,738.00 to the contract with Gough for the project. With this change, Gough's contract will now total \$4,363,332.12.

The contract with Herrman & Goetz will increase \$1,222.00 to cover electrical modifications, making the contract's new total \$4,149,476.75.

May's Change Order with Larson Danielson includes a correction to the contract's value from the April 2022 Change Order, along with additional general trades and millwork work, which is an additional cost of \$7,915.00. Larson Danielson's contract will total \$2,391,945.82.

Asphalt time and material work will add \$9,733.00 to the contract with Rieth Riley, making its new total \$69,233.00.

The contract with Structural Steel Services is increasing by \$976.00, for gate column details, for a new total of \$2,040,955.00 for the contract.

The Change Orders for May 2022 total an increase of \$21,584.00 to the contracts for the Main Library project.

Mr. Rensberger made a motion to approve the Change Orders with E. J. White, Gough, Herrman & Goetz, Larson Danielson, Rieth Riley, and Structural Steel Services for the Main Library project. 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; Ms. Rosen – Aye; Dr. 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: SJ CPL Main Library
Renovation and Addition
(See next page)

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

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

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

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

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

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

Agenda Item #9b – MOU for SBCSC Making Waves program

The Making Waves program, created in partnership with the South Bend Community School Corporation, is being funded by a federal grant. The MOU outlines responsibilities for the Library and SBCSC, including reimbursement.

As part of the program, the Music Village will teach middle school students how to create and learn to play instruments. Twelve of the students will be chosen by the SBCSC, and an additional six spaces will be open to students from the general public.

Ms. Rosen made a motion to approve the proposed MOU for SBSC Making Waves program. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. 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: Memorandum of
Understanding (MOU) with
South Bend School Corp.
(See next page)

SPREAD of Memo from
Kelley Kitchen
Re: Memorandum of
Understanding (MOU) with
South Bend School Corp.
(See below)

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

Dr. Curtis made a motion that the Board resolve to declare 11,373 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; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of April 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 visitors to address the Board. Mr. Frank Niemiec, of South Bend, spoke to the Board about issues reserving spaces in the Community Learning Center.

Agenda Item #12 – News & Education

Mr. Scott Sandberg, Research Librarian in the Library's Research and Digital Creation department, spoke to the Board about the various databases that the Library offers patrons and how those databases can help local small business owners and entrepreneurs.

Agenda Item #13 – Next Library Board meeting dates

Library Board Meeting, Monday June 27, 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 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.

Library Board Meeting, Monday September 19, 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. Dr. Curtis made a motion to adjourn the Board meeting. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Ms. Rosen – Aye; Dr. Warren – 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 5:08 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