

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, May 24, 2021, in the public meeting room of the Keller Park Branch Library, 737 Beale Street, South Bend, Indiana 46616 and virtually via Zoom, at 4:15 p.m., pursuant to notice duly given, in accordance with the rules of the Board and with Indiana House Enrolled Act 1437. 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 present in-person as follows: Ms. Christine Pochert-Ringle, President; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum, Mr. August Freda, and Mr. Terry Rensberger, Members. Ms. Sally Carlin, Member, was present virtually.

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

At 4:15 p.m., Ms. Pochert-Ringle announced that 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. Rona Plummer, Director of Branch Services; Ms. Kara Yeomans, Human Resources Manager; and Mr. Erik Simon, Education and Programming Manager. Ms. Trish Coleman, Chief Operating Officer for Public Services; Ms. Lisa O'Brien, Director of Development and Process Improvement; and Ms. Marissa Gebhard, Communications Manager, were present for the meeting virtually.

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

Agenda Item #3 – Library Board Minutes of the meeting held on April 26, 2021

Mr. Freda moved to approve the Board minutes of the April 26, 2021 meeting as presented. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion, then polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

The patron engagement report for April now shows more information about the branches, including WiFi usage, computer minutes used, physical materials circulation, and gate count for each branch. The report shows little information for April 2020, since the Library was closed to the public during that time.

At Main Library, the carpet and ceiling tiles are being installed on the third floor, finishing off most of the work on that floor. The house façade in the children's area on the first floor is taking shape, and the monumental stair terrazzo should be completed by the next Library Board meeting in June. The large window of the annex building will be installed soon. Overall, the interiors of both buildings are on schedule for completion by late summer. The masonry for the exterior of the project is lagging behind, but the revised completion date is tentatively set for late October.

Since Main Library will not be move-in ready by September 30 and the Library's lease with the South Bend Community School Corporation for Keller Park ends in September, the Library will reach out to the Corporation for an extension on the lease.

The St. Joseph County Council has appointed Mr. John Wibbens to replace Mr. Freda, who is resigning from the Board after this meeting. Ms. Futa thanked Mr. Freda for his work for the Library over the course of his terms on the Board.

Mr. Feldbaum moved to approve the Director's Report. Mr. Freda seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List for May 24, 2021

May's Bill List totals over \$4 million, and \$2.5 million of those bills are related to the Main Library construction and come out of the construction budget.

Dr. Curtis moved to approve payment on the items on the Bill List for May 24, 2021. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion; hearing none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for  
May 24, 2021  
(See next page)

SPREAD of Library Bill List for  
May 24, 2021  
(See below)

May's Gift Log contains a gift from the Library's participation in the Target Circle program.

Mr. Feldbaum made a motion to accept the gift on the Gift Log for May 2021. Ms. Carlin seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Gift  
Log – May 2021  
(See below)

Agenda Item #6 – Personnel Changes

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

SPREAD of Human Resources  
Changes – May 24, 2021  
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held since the April 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

Changes to the annex building, including casework on the third floor and changes to the café and Community Foundation kitchenette spaces, will increase the contract with E.J. White by \$6,554.00. Originally awarded for \$706,604.00, the contract will now total \$723,310.00

The contract with Foegley Landscape, originally \$654,749.00, will increase \$26,879.00 due to a change to an alternate paver base for landscaping. The new total of the contract will be \$685,245.00.

Value engineering of the technology center's ceiling, the replacement of the existing windows on the third floor, and drywall changes created a Change Order to the contract with Gough, which was awarded for \$4,185,000.00. The Change Order will decrease the contract by \$7,708.00, for a new total of \$4,240,064.82.

The contract with Herrman & Goetz will increase \$101,023.00 to cover costs for multiple changes, including electrical work on an elevator and conduits for audio-visual and the Community Foundation's space. Awarded for \$3,874,700.00, the contract will now total \$4,067,864.75.

Management of winter conditions and the audio-visual of the third floor in the annex building will increase the contract with Larson Danielson. Awarded for \$2,062,029.00, the contract will increase \$20,233.00, for a new total of \$2,258,427.82.

The millwork contract with Larson Danielson includes multiple changes, including changes to the café and Community Foundation kitchenette, as well as casework on the third floor of the annex building. Awarded for \$1,468,136.00, Larson Danielson's millwork contract increases \$8,482.00, to now total \$1,482,479.00.

The contract with Mechanical Concepts, originally \$2,906,000.00, had two events resulting in a Change Order for May. The value engineering of the ceiling in the technology center and a change in the wall transfer air grilles will increase the contract \$9,790.00. After these changes, the contract's new total is \$3,217,611.50.

The changes to the technology center's ceiling and the monumental stair scaffolding will increase the contract with Oosterbaan by \$1,710.75. Originally \$323,000.00, the contract will now total \$367,864.75.

The value engineering of the technology center's ceiling created a Change Order to the contract with Shambaugh. The contract will increase \$5,275.75. First awarded for \$438,450.00, the contract will now total \$418,420.00.

A Change Order to the contract with Structural Steel Services, an increase of \$420.00, covers the cost of changes to the auditorium's south entry. The contract was awarded for \$1,947,900.00, and it will now total \$2,045,674.00.

The contract with Ziolkowski Construction, which was awarded for \$3,090,000.00, will increase by \$8,255.00 for a new total of \$3,208,836.00. The increase covers miscellaneous changes, including an allowance for managing the winter conditions.

The Change Orders for the Main Library project total an increase of \$180,914.50 in May 2021.

Mr. Rensberger moved to approve the Change Orders with E. J. White; Foegley Landscape; Gough; Herrman & Goetz; Larson Danielson; Mechanical Concepts; Oosterbaan; Shambaugh; Structural Steel Services; and Ziolkowski Construction. Mr. Freda seconded the motion. Ms. Pochert-Ringle asked the

Board for any further questions or discussion. Hearing none, she polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – 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  
Addition and Renovation  
(See below)

SPREAD of AIA Document G701:  
Change Order  
RE: SJCPL 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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(See below)

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Addition and Renovation  
(See below)

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

Agenda Item #9b – Library Board By-Laws Change

The proposed changes to the Library Board By-Laws reflect changes made to Indiana statutes, which now allows Board members to participate and vote in meetings while present virtually. The law requires that at least four Board members are physically present at meetings to establish a quorum. All Board members must be able to be seen by all other Board members and members of the public who join the meeting in-person or virtually.

There are some limitations on Board members' virtual participation; for instance, members can vote in only two consecutive meetings virtually, and some matters of Board business must be completed in-person, such as passing the budget.

Mr. Feldbaum moved that the Board adopt a resolution to amend Article 7 of the By-Laws of the Library Board as presented. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion. When there was none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Resolution to Amend the  
By-Laws of the St. Joseph County  
Public Library Board  
(See next page)

SPREAD of Resolution to Amend the  
By-Laws of the St. Joseph County  
Public Library Board  
(See below)

Agenda Item #9c – RAMSA Additional Service Requests

The Additional Service Requests are for architectural changes that the Library requested after construction documents were drafted.

The first request, for door and hardware set revisions and security revisions, will cost an additional \$19,550.00. After reviewing the initial construction documents, the Library decided to change the doors and the related hardware, along with security camera placement.

The second request covers the addition of movable stairs at the front of the stage in the auditorium, which gives the space flexibility for events. The change adds \$6,325.00.

Finally, as the Library has made decisions about the café and its operations, changes were needed in the layout to accommodate all the equipment that the café will contain. The additional services for the changes cost \$6,490.00.

The total of these changes is \$32,365.00.

Ms. Carlin made a motion to approve the RAMSA Additional Service Requests. Mr. Freda seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Additional Service  
Request #04 - #06  
(See next page)

SPREAD of Additional Service  
Request #04 - #06  
(See below)

Agenda Item #9d – Notice to Bidders for Computer Equipment and Peripherals

The Library will replace computers for both staff members and the public spaces at Main Library. To ensure that the equipment arrives in time for the building's reopening, the bid opening for these items will be June 14.

Mr. Feldbaum moved to approve the Notice to Bidders for Computer Equipment and Peripherals. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for discussion; hearing none, she polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Specifications for  
Microcomputer Equipment and  
Peripherals for St. Joseph  
County Public Library  
(See below)

Agenda Item #9e – Board Acceptance of Grant Award

Mr. Feldbaum moved to accept the grant awards from the Community Foundation for \$700.00; Teachers Credit Union Foundation for \$5,000.00; and United Way of St. Joseph County for \$2,400.00. Mr. Freda seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion. When there was none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – 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 Grants  
(See below)

Agenda Item #9f – 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. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of April 2021  
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. There were no visitors present at the meeting.

Agenda Item #12 – News & Education Items

There were no items to report for May.

Agenda Item #13 – Next Library Board meeting dates

**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.

**Library Board Meeting, Monday September 27, 2021, 4:15 p.m.** Location TBD.

Agenda Item #14 – Adjournment

With no further business, Ms. Pochert-Ringle asked the Board for a motion to adjourn the meeting. Dr. Curtis moved to adjourn the Library Board meeting. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – 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.

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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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Terry R. Rensberger, Member

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John Wibbens, Member

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