

Agenda Item #1 – Call to Order

The St. Joseph County Public Library met on Monday, June 28, 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. (Eastern Standard Time), pursuant to notice duly given, in accordance with the rules of the Board. 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; Ms. Ann Rosen, Vice President; Ms. Sally Carlin, Mr. Alan Feldbaum, Mr. Terry Rensberger, and Mr. John Wibbens, Members.

Dr. Marvin Curtis, Secretary, 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. Trish Coleman, Chief Operating Officer for Public Services; Ms. Nancy Korpala, Chief Financial Officer and Treasurer to the Library; Ms. Kelley Kitchen, incoming Chief Financial Officer; Ms. Sarah Hill, Chief Resource Officer; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Rona Plummer, Director of Branch Services; Ms. Lisa O'Brien, Director of Development and Process Improvement; Mr. Bob Goethals, Facilities Manager; Mr. Joseph Goepfrich, Assistant Facilities Manager; and Mr. Ismail Egilmez, Technology Operations Manager. Ms. Marissa Gebhard, Communications Manager, was present for the meeting virtually.

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

Agenda Item #3 – Library Board Minutes of the Meeting held on May 24, 2021

Ms. Pochert-Ringle asked if there were any corrections to the minutes of the May Library Board meeting. Ms. Carlin moved to approve the Board minutes of the meeting held on May 24, 2021 as presented. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle asked for any further discussion. Hearing none, she polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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

The Patron Engagement report for May 2021 shows steady growth or consistency in areas such as circulation and card signups as well as increases in the gate counts and computer and WiFi usage at the branches. Programming throughout the Library system also increased in May. The Library is seeing some increase in the number of inactive patrons that are being reengaged throughout the system.

Finishes are happening throughout the Main Library Project, with carpeting installed on the second and third floors of Main Library, and millwork, painting, and new doors going in to the building. Much of the new lighting has also been installed. Drywall is going into the Library's and Annex's first floors, and work on the terrazzo will begin in early July.

Some new furniture and equipment will soon be installed at Main Library in July and August, and the Library plans to move some support staff back into the building in September, with the majority of the move happening in October, when all of the books and remaining furniture and staff will return to Main.

Mr. Feldbaum made a motion to approve the Director's Report. Ms. Carlin seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion, then polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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 June 28, 2021

Ms. Rosen moved to approve payment on the items on the Bill List for June 28, 2021. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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
June 28, 2021
(See below)

Mr. Rensberger moved to accept the gifts on the Gift Log for June 2021. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Gift
Log – June 2021
(See below)

Agenda Item #6 – Personnel Changes

Included in the Personnel Changes for June is the hire of the Library's new Chief Financial Officer Kelley Kitchen, who will take over Ms. Korpál's role after her retirement at the end of August.

Mr. Feldbaum moved to approve the Personnel Changes as presented. Ms. Carlin seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion or questions. Hearing none, she polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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 – June 28, 2021
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held since the last Board meeting in May.

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

Art Mosaic's contract had a Change Order for a change in the terrazzo on the west gallery wraps. This change will cost an additional \$926.00. Originally awarded for \$486,852.00, the contract will now total \$487,778.00.

The changes to the gallery wraps, along with modifications to the Annex ceiling, drywall modifications, and the installation of a wall in the book drop area increases the contract with Gough. The contract, originally awarded for \$4,185,000.00, will increase by \$20,855.00 for a new total of \$4,260,919.82.

Changes to some of the millwork created a Change Order to the contract with Interior Finishes. Originally \$885,000.00, the contract will increase by \$28,292.55, to now total \$889,240.55.

Installing faux beams will increase the contract with Larson Danielson by \$12,544.00. The contract was originally awarded for \$2,062,029.00, and with the newest Change Order will total \$2,270,971.82.

The Change Order with Mechanical Concepts comes from circuit setters in the Library heat pump areas, at an increase of \$1,564.00. The contract was awarded for \$2,906,000.00. With this most recent Change Order, the contract will total \$3,219,175.50.

Change Orders for Oosterbaan in June include a correction to May 2021's Change Order, as well as a new Change Order for painting and the provision of wall coverings. The new Change Order will increase the contract, awarded for \$323,000.00, by an additional \$29,293.00, for a new total of \$397,157.75.

To cover audio-visual in the third floor Annex space, the contract with TPC Technologies will increase \$40,631.00. Originally \$292,191.00, the contract now totals \$283,391.00.

There were two changes with Ziolkowski Construction: one to install grout around the overall perimeter of the annex space and the second to cover the cost of sanded caulk joints. Awarded for \$3,090,000.00, the contract with Ziolkowski will increase an additional \$15,049.00 for a new total of \$3,223,885.00.

The Change Orders for June 2021 total an increase of \$188,647.30 to the contracts.

Mr. Feldbaum moved to approve the Change Orders with Art Mosaic; Gough; Interior Finishes; Larson Danielson; Mechanical Concepts; Oosterbaan; TPC Technologies; and Ziolkowski Construction. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for any further questions or discussion. When there was none, she polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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: SJCPL Main Library
Addition and Renovation
(See next page)

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)

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)

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)

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)

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

Agenda Item #9b – Recommendation of Bid Awards for Computer Equipment and Peripherals

The Library received only one bid for each of the bid packages approved at the May Board meeting, from a single bidder, Insight Public Sector, Inc.

Mr. Rensberger made a motion to award the bid for Computer Equipment and Peripherals to Insight Public Sector, Inc. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for discussion then polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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
Ismail Egilmez
Re: Bid Award for Microcomputer
Equipment and Peripherals RFP
(See below)

Agenda Item #9c – Board Acceptance of Grant Awards

Ms. Carlin moved to accept the grant awards from AEP for \$200,000.00 and 1st Source Foundation for \$25,000. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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
Lisa O'Brien
Re: Board Acceptance
of Grants
(See below)

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

Mr. Wibbens moved to declare 9,143 items excess withdrawn Library materials be sold to the Friends of the Library for \$1.00 and to declare withdrawn Computer Equipment as excess. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of May 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 members of the public to address the Board. There were no visitors present.

Agenda Item #12 – News & Education Items

Mr. Joe Goepfrich, the Library's Assistant Facilities Manager, gave the Board a presentation on the Library's computerized maintenance management software, Hippo. Hippo helps the Facilities team digitize some things such as work order management, including scheduled work orders for maintenance; inventory management, which includes digital versions of equipment manuals; asset management; and storing vendor contact information.

Agenda Item #13 – Next Library Board Meeting Dates

Library Board Meeting, Monday July 26, 2021, 4:15 p.m. Keller Park Branch Library, 737 Beale Street, South Bend IN 46616 and via Zoom.

Library Board Meeting, Monday August 23, 2021, 4:15 p.m. Keller Park Branch Library, 737 Beale Street, South Bend IN 46616 and via Zoom.

Library Board Meeting, Monday September 27, 2021, 4:15 p.m. Keller Park Branch Library, 737 Beale Street, South Bend IN 46616 and via Zoom.

Library Board Meeting, Monday October 25, 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. Ms. Carlin moved that the Library Board meeting adjourn. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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 5:10 p.m.

Christine Pochert-Ringle, President

Ann Rosen, Vice-President

Marvin Curtis, Secretary

Sally Carlin, Member

Alan B. Feldbaum, Member

Terry R. Rensberger, Member

John Wibbens, Member