

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, July 26, 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, 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; Mr. Alan Feldbaum, Mr. Terry Rensberger, and Mr. John Wibbens, Members.

Dr. Marvin Curtis, Secretary, joined the meeting in person at 4:24 p.m. Ms. Sally Carlin, Member, 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, Chief Financial Officer; Ms. Sarah Hill, Chief Resource Officer; and Ms. Lisa O'Brien, Director of Development and Process Improvement.

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

Agenda Item #3 – Library Board Minutes of the meeting held on June 28, 2021

Ms. Pochert-Ringle asked if there were any corrections to the minutes. Mr. Rensberger moved to approve the Board minutes of the June 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: 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

Some 2019 measures were added to the Patron Engagement Statistics Report in order to compare current numbers with pre-pandemic data. While numbers have not returned to their pre-pandemic levels, they continue to rebound.

Some of the variances between the years in the second quarter spending comparison are related to the pandemic and the Main Library project. Increases in staffing costs are related to the Library calling staff back to work after furloughs in early 2020, and the Library has started to hire staff for the new Main Library. Spending on supplies has decreased in 2021 since the Library is not purchasing supplies related to the pandemic at the same rate as 2020, while costs for utilities have increased in 2021 because the Library was closed for most of the second quarter of 2020.

The second and third floors of Main Library are close to complete. Shelving is scheduled to be installed in August, and loose furnishings, such as chairs, will go into the space after the shelving. Terrazzo will be added to the monumental staircase in the next week, and the rest of the terrazzo flooring at Main will be polished once that is complete. Bulley & Andrews is working to get temporary occupancy permits in order to allow the Library to send some staff to begin working in the branch by September. In the Community Learning Center, the auditorium has acoustical plaster currently going into the ceiling. Landscaping will start to be added to the site in August.

Mr. Feldbaum moved to approve the Director's Report. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Dr. Curtis – 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 July 26, 2021

Ms. Rosen moved to approve payment on the items on the Library Bill List for July 26, 2021. Mr. Rensberger 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; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

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

Included in the July's Gift Log is a gift for \$4,000,000.00 from the Community Foundation of St. Joseph County as part of their gift for the construction of Main Library.

Dr. Curtis made a motion to accept the gifts on the Gift Log for July 2021. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – 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 –
July 2021
(See below)

Agenda Item #6 – Personnel Changes

Ms. Rosen moved to approve the Personnel Changes for July 2021 as presented. Mr. Feldbaum 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; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources
Changes – July 26, 2021
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No Special Library Board Committee meetings were held since the June Library 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

Multiple changes to the contract with E. J. White, including the water make-up valve, plumbing modifications, the janitor's closet, and the water filtration system for the third floor of the Annex building, will increase the contract by \$5,966.00. The contract was originally awarded for \$705,604.00 and will now total \$729,276.00.

Additional electrical work for the pre-action fire system and for the café and kitchenette spaces of the Annex building resulted in an increase of \$14,412.00 to the contract with Herrman & Goetz, which originally totaled \$3,874,700.00. The new total of the contract with these changes is \$4,082,276.75.

The contract with Interior Finishes will decrease \$999.53 because of changes in the café flooring and additional trim in the auditorium space. Awarded for \$885,000.00, the contract now totals \$888,241.02.

Scaffolding, a change to the hollow metal frame cladding, and furnishing panels in sound booths created a Change Order to Larson Danielson's contract for the project. The contract will increase \$19,840.00 and will now total \$2,289,764.82. The contract was awarded for \$2,062,029.00.

In Larson Danielson's millwork contract, a modification to the benches on the first floor for ease of maintenance will cost an additional \$16,075.00. The contract was awarded for \$1,468,136.00 and will now total \$1,498,554.00.

Changes to the café and kitchenette equipment and the heat pump benches increases the contract with Mechanical Concepts by \$24,489.00. The contract will now total \$3,243,664.50; it was originally awarded for \$2,906,000.00.

Shifting roof access from the Community Foundation's space in the Annex building created a need for roof pads. Midland Engineering's Change Order also includes temporary gutter installation and a backcharge to Ziolkowski Construction. These three changes total an increase of \$13,756.00. Awarded for \$994,600.00, the contract with Midland Engineering will now total \$996,588.00.

Oosterbaan will seal the café flooring for an additional \$372.00 for a new total of \$397,529.75. The contract was initially awarded for \$323,000.00.

An alternate change to the finish of the fire doors between the two buildings will cost an additional \$53,600.00 to the contract with Precision Wall Systems. The contract was first awarded for \$1,444,000.00 and will now total \$1,579,003.00.

Changes related to the mechanical stair and railing will decrease the contract with Structural Steel Services by \$3,004.00 for a new total of \$2,042,670.00.

The backcharge from Midland Engineering and modifications to two lintels increases Ziolkowski's contract for the project. Awarded for \$3,090,000.00, the contract increases by \$792.00, to now total \$3,224,677.00.

The Change Orders for July 2021 total an increase of \$145,298.47.

Mr. Feldbaum moved to approve the Change Orders with E.J. White; Herrman & Goetz; Interior Finishes; Larson Danielson; Mechanical Concepts; Oosterbaan & Sons; Precision Wall Systems; Structural Steel Services; and Ziolkowski Construction. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for any discussion. When there was none, she polled the Board for the vote: Dr. Curtis – 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 below)

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Agenda Item #9b – Estimate of Revenue for 2022

The Board has its first opportunity to review the proposed 2022 Budget at this meeting, and the Library will ask the Board to approve the publication of the Budget in August. A public hearing will be held on the Budget at the September meeting, with a formal adoption of the Budget in October.

Because of changes to Indiana Law and the Board by-laws, only Board members present in person will count towards the quorum for the adoption of the Budget.

SPREAD of Memo from
Nancy Korpak
RE: Budget Year
2022 Calendar
(See below)

Agenda Item #9c – Board Resolution to Name Kelley Kitchen as Treasurer

While the Board typically names a Treasurer for the year in January at the annual Board meeting, since Ms. Korpala is retiring at the end of August, a new resolution will need to be adopted to name Ms. Kitchen as the Treasurer.

Mr. Feldbaum moved that the Board adopt the Resolution to name Kelley Kitchen as Treasurer of the Board and signatory, authorize the use of the Treasurer's facsimile signatory for Library warrants, investments and bank accounts, and authorize the surety bond of the Treasurer. 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; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Annual Library Board
Resolution on Use of Facsimile
Signature, Investment of Funds, &
Surety Bond for Treasurer
(See next page)

SPREAD of Annual Library Board
Resolution on Use of Facsimile
Signature, Investment of Funds, &
Surety Bond for Treasurer
(See below)

Agenda Item #9d – SJCPD 2021 Staff Day

Mr. Rensberger made a motion to authorize the Board to close all Library facilities on Thursday, September 23, 2021 for the annual Staff Day. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked the board for any further discussion, and when there was none, she polled the Board for the vote: Dr. Curtis – 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 Approval
Requested for Staff Day 2021
(See below)

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

Dr. Curtis moved to declare 5,511 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 on the motion: Dr. Curtis – 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 June 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 asked if any visitors wished to address the Board. There were no visitors present for the meeting.

Agenda Item #12 – News & Education Items

Several staff members participated in the American Library Association's annual conference, which was in a virtual format this year; conference reports are in the Board packets.

The Library's Senior Leadership team has a meeting in August to work on the next strategic plan, and ideas from that meeting will be presented at the August Board meeting.

Agenda Item #13 – Next Library Board Meeting Dates

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

Library Board Meeting, Monday November 22, 2021, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, 305 S. Michigan Street, South Bend IN 46601.

Library Board Meeting, Monday December 20, 2021, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, 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. Rensberger made a motion to adjourn the Library Board meeting. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – 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 5:08 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