

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, August 23, 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; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum and Mr. John Wibbens, Members. Ms. Ann Rosen, Vice President, and Ms. Sally Carlin, Member, were present for the meeting virtually. Mr. Terry Rensberger, Member, joined the meeting virtually at 4:20 p.m.

Representing the St. Joseph County Public Library in person were Ms. Debra Futa, Executive Director; Ms. Trish Coleman, Chief Operating Officer for Public Services; Ms. Kelley Kitchen, Chief Financial Officer and Treasurer to the Library; Ms. Nancy Korpala, Chief Financial Officer; Ms. Sarah Hill, Chief Resource Officer; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Rona Plummer, Director of Branch Services; and Ms. Lisa O'Brien, Director of Development and Process Improvement. Ms. Marissa Gebhard, Communications Manager, and Mr. Ryan Kuder, Card Holder Engagement Assistant, were present for the meeting virtually.

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

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

Ms. Pochert-Ringle asked for any corrections for the minutes of the July meeting. Dr. Curtis made a motion to approve the Board minutes of the meeting as presented. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked for any further discussion. When there was none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – 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

Circulation of physical materials continues to grow. While the current numbers remain low compared to those from 2019, that is probably related to Main Library remaining closed for construction. The patron engagement report shows that programming, both indoors and outdoors, has increased. Door counts, Wi-Fi, and computer usage have also increased.

At Main Library, the terrazzo on the first floor is being polished, while shelving is going into the second and third floors. Boss Display has been on-site preparing the space with their elements in the children's area. Wall coverings will be installed in the children's and teens' area in the next few weeks, and a punch list will be completed for the first floor. Most of the construction crew will shift to the Community Learning Center for the final part of construction.

Saturday, October 9, will be the final day open at Keller Park, and Main will reopen to the public on Sunday, November 14.

Ms. Carlin moved to approve the Director's Report. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for discussion. When there was none, she polled the Board on the motion: Ms. Carlin – Aye; 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 August 23, 2021

Mr. Feldbaum made a motion to approve payment on the items on the Bill List for August 23, 2021. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; 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
August 23, 2021
(See below)

Included in the Gift Log is a grant from the Muessel Ellison Memorial Irrevocable Trust, which will be used to design a Smart Box exhibit on the topic of social justice.

Mr. Feldbaum moved to accept the gifts on the August Gift Log. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked for any further discussion. Hearing none, she polled the Board on the motion: Ms. Carlin – Aye; 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 –
August 2021
(See below)

Agenda Item #6 – Personnel Changes

The Personnel Changes for August include wage adjustments for some staff members to bring them up to the Library's new hourly rate for full-time staff.

Dr. Curtis moved to approve the Personnel Changes. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked the Board for discussion, then polled the Board for the vote: Ms. Carlin – Aye; 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 – August 23, 2021
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No Special Library Board Committee meetings were held since the July 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

Bofo Waterproofing Systems installing thresholds at the elevated door openings to avoid any water infiltrating in those spaces. The change, for an additional \$1,600.00, will be added to the contract's original total of \$142,986.00; the contract will now total \$144,856.00.

The Change Order to the contract with Bulley & Andrews covers an additional nine weeks of construction management services. Awarded for \$1,579,213.00, the contract will increase by \$86,904.00, for a new total of \$1,750,539.00.

There were three changes to the contract with Gough, including fabric-wrapped panels, the installation of dry wall on heat pump benches on the first floor, and drywall modifications. The changes resulted in a decrease of \$3,775.00, for a new total of \$4,257,144.82. The contract was awarded for \$4,185,000.00.

Herrman & Goetz provided electrical work inside of the security room, as well as power and data additions, changes to the inside of the café space and miscellaneous light fixture changes, at an increase of \$1,625.00. The contract was awarded for \$3,874,700.00 and will now total \$4,083,901.75.

Indiana Earth's contract experienced three changes in August, for the cost of the unforeseen foundations, revised excavation for the stoop, and water distribution flush. Overall, the contract will increase \$2,529.00 to total \$511,445.85. The contract was first awarded for \$420,000.00.

Two changes, wood for temporary staged stairs and miscellaneous floor patching inside the second and third floors of the Main Library, increased the contract with Interior Finishes by \$9,526.00. Awarded for \$885,000.00, the contract now totals \$897,767.02.

Larson Danielson furnished and installed the fabric-wrapped panels; the contractor also provided handwashing stations and waterproofing around underground steel for additional support for the masonry. These changes cost \$31,030.00, and the new total of the contract is \$2,320,792.82. The contract was first awarded for \$2,062,029.00.

Larson Danielson's millwork contract will increase by \$11,587.00, for furnishing and installing the stage stairs. The contract now totals \$1,510,141.00; it was awarded for \$1,468,136.00.

The revision of grilles at the annex space, along with the fireplace shroud, will add an additional \$800.00 to the contract with Mechanical Concepts. Awarded for \$2,906,000.00, the contract will total \$3,244,464.50.

Midland Engineering's contract decreased \$98.00 due to two changes. The first covers the revision of a handrail at the roof hatch of the annex building after it was moved. The other change includes a back charge. The contract has a new total of \$996,490.00; it was first awarded for \$994,600.00.

With a contract awarded for \$1,444,000.00, Precision Wall Systems furnished and installed steel support at the large window of Main Library for \$8,634.00. With the change, the contract will now total \$1,587,637.00.

The stoops at the courtyard will increase the contract with Robert Henry by \$3,376.00. Originally awarded for \$1,188,203.00, Robert Henry Corporation's contract for the Main Library project now totals \$1,199,855.00.

The Change Order for Structural Steel Services is furnishing and installing the handrails at the temporary stage stair for \$11,766.00. The contract has a new total of \$2,054,436.00; it was first awarded for \$1,947,900.00.

TPC Technologies furnished and installed curtains inside of the auditorium space, which will cost an additional \$44,973.00. Awarded for \$242,191.00, the contract now totals \$328,634.00.

Revisions to July's Change Order with Ziolkowski cover the backcharge to Midland Engineering. The contract also changes due to the set-back flashing, furnishing and installing CMU at the freight elevator, and providing modified lintel for a total of \$18,463.00. The contract with Ziolkowski was awarded for \$3,090,000.00 and now totals \$3,242,348.00 with these changes.

There are fifteen Change Orders for August 2021, totaling an increase of \$227,340.00.

Dr. Curtis moved to approve the Change Orders with Bofo Waterproofing Systems; Bulley & Andrews; Gough, Inc.; Herrman & Goetz; Indiana Earth; Interior Finishes; Larson Danielson; Mechanical Concepts; Midland Engineering; Precision Wall Systems; Robert Henry Corporation; Structural Steel Services; TPC Technologies; and Ziolkowski Construction. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked for any further discussion then polled the Board for the vote: Ms. Carlin – Aye; 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: SJCL Main Library
Addition and Renovation
(See next page)

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

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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 – RAMSA Additional Service Requests

The contract with RAMSA has two Additional Service Requests for August.

The first covers the cost of additional work for a theater consultant to add rigging to the stage of the new auditorium. The Library did not initially anticipate that the auditorium would be used for theater productions but recently decided to add the rigging in case the space is used for that purpose. This change cost an additional \$12,500.00.

The other request covers the cost of \$52,504.50 for additional construction administration services since the project's deadline has been extended.

Together, the two requests total \$65,004.50.

Ms. Carlin moved to approve the Additional Service Requests with RAMSA. Mr. Feldbaum 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; 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 Additional Service
Request #7 - #8
(See next page)

SPREAD of Additional Service
Request #7 - #8
(See below)

Agenda Item #9c – Strategic Plan Report

Most of the activities detailed in the report, which covers June 2020 through July 2021, could fit in multiple categories of the Plan. Even with the pandemic, the Library was able to do many things throughout the community, pivoting quickly in the early days of the pandemic and continuing to change with the situation.

In September, the Library plans to present some of the features of the new Strategic Plan to the Board.

Mr. Wibbens moved to approve the Strategic Plan Report. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; 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
Deb Futa
RE: Strategic Plan Progress
& Activities
(See below)

Agenda Item #9d – Salary Recommendations for 2022

As the Library looked at proposals for salary wage increases, Library leadership considered the principles of merit, retention, market adjustment, equity, and compression, along with available funds the Library will be able to provide for wages. Even with the potential loss of local income tax dollars, the Library remains comfortable with a base increase of 3% for all staff and a pool of \$75,000.00 to be distributed for merit increases among the staff. Performance evaluations will be due in October, with increases effective starting in January 2022.

No formal Board action was required at this time.

SPREAD of Memo from
Kelley Kitchen
Re: Proposed 2022 Wage and
Salary Increases
(See below)

Agenda Item #9e – 2022 Budget Planning

The budget can grow by 4.3% for the General Operating Fund. Debt service is determined by the Library's current debt payments, which will decrease by 18% in 2022. Because the Main Library project will be completed, the Library Improvement Reserve Fund will also decrease. The proposed tax rate overall will decrease for 2022.

Mr. Feldbaum moved that the Board authorize the publication of the Notice to Taxpayers to set a Public Hearing for Monday, September 27, 2021 and 2022 Budget Adoption for Monday, October 25, 2021. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked for any further discussion or questions, then polled the Board on the motion: Ms. Carlin – Aye; 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
Kelley Kitchen
Re: 2022 Budget Update
(See next page)

SPREAD of Memo from
Kelley Kitchen
Re: 2022 Budget Update
(See below)

Agenda Item #9f – Main Library Parking Agreement

The proposed agreement will give the Library 70 parking spaces for staff at a lot across the street from Main Library's patron lot. The Library recommends underwriting \$20.00 of the \$45.00 monthly cost, making the staff's cost \$25.00 each month.

Mr. Wibbens moved to approve the Main Library Parking Agreement. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for discussion. When there was none, she polled the Board for the vote: Ms. Carlin – Aye; 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
Deb Futa
RE: Parking for Main
Library Staff
(See below)

Agenda Item #9g – Human Resources Policy Change

With COVID-19 cases on the rise again, the Library proposes adding this temporary policy for any employee who contracts the virus or needs to quarantine due to exposure. The policy will be reviewed each quarter to decide if it is still necessary.

Dr. Curtis moved to approve the Human Resources Policy Change. Ms. Carlin seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; 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
Sarah Hill
Re: COVID Sick Leave
(See below)

Agenda Item #9h – SJCPD Rebranding Presentation

The Library has had several logos throughout its history; the most recent one is from 2005. For the rebranding, the Library partnered with Pathfinders, a local advertisement agency. The new logo was designed to be modern, recognizable, and easy-to-read. The branding will unofficially shorten the Library's name to St. Joe County Public Library and allows the flexibility to incorporate each of the branches into it. Another part of the branding includes shapes as symbols for the activities of the Library: learning, socialization, programming, and services. The rebranding will launch in September, giving the Library an opportunity to build excitement for the reopening of Main Library and allow the public to get used to the new look.

No formal Board action related to the branding was required at this time.

SPREAD of Memo from
Jennifer Henecke
Re: SJCPD Rebranding
(See below)

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

Dr. Curtis moved that the Board resolve 6,582 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. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; 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 July 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 if they wished. There were no visitors present for the meeting.

Agenda Item #12 – News & Education Items

Nancy Korpala will retire at the end of August, and this is her final Board meeting. Board members are invited to her retirement party on Friday, August 27, at Centre Township Branch.

Agenda Item #13 – Next Library Board Meeting Dates

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. Centre Township Branch Library Meeting Room, 1150 E. Kern Road, South Bend IN 46614.

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.

Library Board Meeting, Monday January 24, 2022, 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, Ms. Pochert-Ringle asked the Board for a motion to adjourn. Dr. Curtis moved to adjourn the Library Board meeting. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; 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 5:30 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