

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, September 27, 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; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum, Mr. Terry Rensberger, and Mr. John Wibbens, Members.

Ms. Sally Carlin, Member, was absent from 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. Jennifer Henecke, Chief Engagement Officer; Ms. Sarah Hill, Chief Resource Officer; Ms. Kelley Kitchen, Chief Financial Officer and Treasurer to the Library; Ms. Lisa O'Brien, Director of Development and Process Improvement; Ms. Rona Plummer, Director of Branch Services; Ms. Kara Yeomans, Human Resources Manager; and Ms. Jillian Williams, City Branch Manager.

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

Agenda Item #3 – Library Board Minutes of the meeting held on August 23, 2021

Ms. Pochert-Ringle asked if there were any corrections for the August meeting minutes. Ms. Rosen moved to approve the Library Board minutes of the meeting held on August 23, 2021 as presented. 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.

Agenda Item #4 – Director's Report

August 2021 statistics show that numbers remain steady for digital and physical circulation, along with gate counts. The Library anticipates that the reopening of Main Library will create a significant change in the numbers. Wifi usage continues to increase across the system.

Fund balances are still in good shape for this point in the year. The Library will use the Library Improvement Reserve Fund and the General Fund for finishing the Main Library project, so those balances will decrease by the end of 2021.

The punch list was completed for the first floor of the Main Library, and most of the construction work is now taking place in the Annex building. Carpeting is being laid on the third floor, and Studio 304 is being painted. Crews will work on the floors of the Annex the next few weeks, with the terrazzo receiving its first grind and polish. Crews have also started working in the courtyard, with the irrigation system going in and setting the pergola posts.

Some items will not be complete in time for the grand reopening of Main Library on November 14, but most of those are in the Annex space. Doors have been delayed, and not all wrapped panels will be installed in the ballroom and auditorium spaces. The courtyard also may not be finished by the date of reopening.

Dr. Curtis made a motion to approve the Director's Report. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion; hearing 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.

Agenda Item #5 – Library Bill List for September 27, 2021

The Bill List is larger than usual for September, but over half of the bills cover construction expenses at Main Library.

Ms. Rosen moved to approve payment on the items of the Bill List for September 27, 2021. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for discussion. When there was 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
September 27, 2021
(See below)

Mr. Wibbens moved to accept the gifts on the Gift Log for September 2021. Dr. Curtis 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 –
September 2021
(See below)

Agenda Item #6 – Personnel Changes

The list of changes is longer than usual for September, due to some staff members transferring to Main Library and increased hiring for Main Library and the branches.

Mr. Feldbaum made a motion to approve the Personnel Changes. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then 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 – September 27, 2021
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No Special Library Board Committee meetings were held since the August 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

The Change Order with Bofo Waterproofing is a credit of \$1,192.00 from the set back flashing, which was added to Ziolkowski's contract in August. The contract with Bofo Waterproofing will now total \$143,394.00.

The contract with E.J. White underwent two changes. There was a credit for a floor drain and piping, and the contract's allowance covered the changes to the Smart Box's lavatory to be ADA compliant. The changes total a decrease of \$692.00, for a new total of \$728,584.00.

Some of Gough's changes were related to the contract's allowance, which included drywall modifications. Another change, covering the replacement of the ACT tile, cost \$5,711.00. Overall, the changes will cost an additional \$40,884.00 to make the contract's new total \$4,298,028.82.

With September's Change Order, Green Demolition's contract will total \$683,995.00, after decreasing \$990.00 for mechanical work.

The contract with Herrman & Goetz has a Change Order to increase \$21,040.00. This increase covers frosted light covers in the lobby of Main Library, additional exit signs, owner allowed overtime, the replacement ACT tile, and electrical modifications. With the changes, the contract totals \$4,104,941.75.

Larson Danielson's contract will now total \$2,333,364.82, after an increase of \$6,285.00 for scaffolding.

The millwork contract with Larson Danielson has two changes included in September's Change Order, totaling an increase of \$3,207.00. These changes cover the addition of wood valance on a second floor light and punch list additions, which included some additional trim work. With these changes, Larson Danielson's millwork contract now totals \$1,513,348.00.

The Change Order with Mechanical Concepts covers the cost of time and material work for an additional \$18,808.07. This contract will have a new total of \$3,263,272.57.

Allowances in the contract with Oosterbaan covered painting touchups and punch list additions. There is no cost change associated with the changes for September; the contract's total remains \$397,529.75.

Screen fence and curb elevation changes will increase the contract with Robert Henry Corporation by \$576.00 for a new total of \$1,200,431.00.

The replacement of the ACT tile will decrease the contract with Shambaugh by \$930.00, to now total \$417,490.00.

The replacement of the ACT tile also decreases the contract with TPC Technologies by \$2,258.00; the contract with TPC Technologies will now total \$326,376.00.

The courtyard fence detail increases the contract with Ziolkowski by \$3,062.00. Ziolkowski's contract for the project now totals \$3,224,677.00.

The Change Orders for September 2021 total an increase of \$87,800.07.

Dr. Curtis moved to approve the Change Orders with Bofo Waterproofing Systems; E.J. White; Gough, Inc.; Green Demolition; Herrman & Goetz; Larson Danielson; Mechanical Concepts; Oosterbaan & Sons; Robert Henry Corporation; Shambaugh; TPC Technologies; and Ziolkowski Construction. 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 AIA Document G701:

Change Order

RE: SJCPL Main Library

Addition and Renovation

(See below)

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Change Order
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Addition and Renovation
(See below)

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(See below)

Agenda Item #9b – 2022 Budget Hearing

Mr. Rensberger moved to open the Public Hearing for the 2022 Library Budget and Levy. 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; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Members of the public were invited to speak to the Board about the 2022 Budget. No members of the public were present in the meeting.

Dr. Curtis made a motion to close the Public Hearing for the 2022 Library Budget and Levy. 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 Notice to
Taxpayers
(See below)

Agenda Item #9c – Contract with Hallett & Sons Expert Movers

Ms. Rosen moved to approve the contract with Hallett & Sons Expert Movers for the move from Brown School to Main Library. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked for any further 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 Contract for St.
Joseph County Public Library
Return of Library Collection
(See below)

Agenda Item #9d – Public Service Policy Change – Library Hours

With the proposed policy, hours will be expanded at Main Library, with changes to the hours and days that Studio 304 and Local & Family History are open to the public. Neighborhood branches will be open an additional eight hours per week, and the larger area branches will be open an additional four hours. The Library's smaller branches, North Liberty and Lakeville Branches, will be open a few hours less each week.

The changes to Main Library's hours will be in effect starting November 15, 2021, and the rest of the changes will be effective starting in January 2022.

The Library does not expect these changes to increase in either cost or staffing.

Mr. Feldbaum moved to approve the changes to Library hours of service, effective November 15, 2021 and January 3, 2022. 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 Memo from
Trish Coleman
RE: New Hours Proposal
(See next page)

SPREAD of Memo from
Trish Coleman
RE: New Hours Proposal
(See below)

Agenda Item #9e – Remote Work Policy Changes

The Library's initial remote work policy, approved by the Board in 2019, did not anticipate that public service staff members would qualify for remote work. During the pandemic, the Library learned that some of these employees benefit from remote work for tasks such as scheduling or preparing programs. The revised policy would allow more staff members to work remotely.

In addition, the revisions allows non-public service staff to increase how often they can work remotely and removes the six-month waiting period for staff to apply for remote work.

Mr. Wibbens moved to approve the modifications to the remote work policy as presented. 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 Memo from
Sarah Hill & Kara Yeomans
RE: Updated Remote Work
Policy Proposal
(See below)

Agenda Item #9f – Public Service Policy Change – Library Cards and Service Charges

Currently, the Library has several different types of cards, which define how the cardholder can interact with the Library. The current card model can be complicated for staff and patrons, prone to error, and lacking in intention.

To simplify the card types, the Library plans to have five different card categories: full service cards, which include adult, teen, and juvenile cards; guest cards, which include reciprocal, PLAC and non-resident cards; access cards, which include youth and adult access cards, Homebound, and educator cards; and staff and Board cards. The Library hopes to build its cardholder base by making these changes.

No formal Board action was required at this time.

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

Dr. Curtis moved that the Board resolve 8,678 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 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 August 2021
Library Material to be
Declared Excess
(See next page)

SPREAD of August 2021
Library Material to be
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 members of the public to address the Library Board if they wished. There were no visitors present.

Agenda Item #12 – News & Education Items

There were no items to come before the Board.

Agenda Item #13 – Next Library Board meeting dates

Library Board Meeting, Monday October 25, 2021, 4:15 p.m. Location Centre Township Branch Library Meeting Room, 1150 E. Kern Road, South Bend IN 46614.

Library Board Closed Executive Session, Monday October 25, 2021, at 5:00 p.m. or immediately following the regular monthly open meeting via Zoom for the purpose of discussing the Director's performance evaluation as provided by IC 5-14-1.5-6.1(b)(9).

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 Closed Executive Session, Monday November 22, 2021, at 5:00 p.m. or immediately following the regular monthly open meeting via Zoom for the purpose of discussing the Director's performance evaluation as provided by IC 5-14-1.5-6.1(b)(9).

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 made a motion to adjourn the Library Board meeting. 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. The St. Joseph County Public Library Board meeting adjourned at 5:40 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