

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, January 25, 2021, virtually via Zoom, in accordance with Governor Holcomb's Executive Orders 20-09 and 20-52, at 4:15 p.m. (Eastern Standard Time), pursuant to notice duly given, in accordance with the rules of the Board. All Library Board members received legal notice of the meeting. The meeting was called to order by Mr. Alan Feldbaum, President, and the minutes of the meeting were recorded by Ms. Rachel Yike, Executive Assistant.

Agenda Item #2 – Determination of Quorum

Mr. Feldbaum conducted the meeting, and Members of the Board were shown to be present as follows: Mr. Alan Feldbaum, President; Ms. Christine Pochert-Ringle, Vice President; Ms. Ann Rosen, Secretary; Ms. Sally Carlin, Dr. Marvin Curtis, Mr. August Freda, and Mr. Terry Rensberger, Members.

At 4:15 p.m., Mr. Feldbaum announced 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. Sarah Hill, Chief Resource Officer; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Lisa O'Brien, Director of Development and Process Improvement; Ms. Rona Plummer, Director of Branch Services; Ms. Kara Yeomans, Human Resources Manager; and Bob Goethals, Assistant Facilities Manager.

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

Agenda Item #3 – Library Board Minutes of the meeting held on December 21, 2020

Mr. Feldbaum asked for any additions or corrections to the minutes of the December Board meeting. Mr. Freda made a motion to approve the minutes as presented. Ms. Pochert-Ringle seconded the motion. Mr. Feldbaum asked the Board for any further discussion; hearing none, he then polled the Board for the vote: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

The annual statistics for 2020 show a 20% decrease in circulation of materials, which was driven by Main Library being closed along with the closure due to COVID-19 and the pivot to curbside pickup only for a time. While the circulation of physical materials was down, the circulation of digital materials increased by 46% in 2020. For instance, Overdrive had nearly 127,000 more items used in 2020 than in 2019. Online database experienced a 31% increase as patrons looked for something to keep them occupied at home, with over 195,000 more uses than in 2019.

Because of the COVID-19 pandemic, the Library was open 5,000 fewer hours than the previous year. But even with the change to virtual programming starting in March 2020, the Library still managed to put together 1,100 programs throughout the year, including virtual storytimes, STEAM and craft activities, and conversations with authors.

Fewer physical items were added to the collections in 2020, as the Library shifted to purchase more items for the digital collections.

The Finance Report shows that the Library had an increase in the cash balance of the Operating Budget, underspending 2019's total by about \$850,000.00.

Most Library locations have reduced their hours for the past six weeks in anticipation of a holiday surge of COVID-19 cases. Francis and Centre Branches remained open their normal hours, while other

branches shifted to curbside services in the morning and opened to the public in the afternoon. Because numbers in the county have stabilized, all branches will return to their regular hours starting on February 1.

The Library is helping people sign up for vaccine appointments in conjunction with 211 for anyone who doesn't have the technological means to do so or needs extra assistance navigating the process.

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

Agenda Item #5 – Library Bill List for January 25, 2021

January's Bill List typically includes the renewals of the Library's databases. This year the Library has added Brainfuse as a database in place of Tutor.com.

Ms. Pochert-Ringle made a motion to approve payment on the items on the Bill List for January 25, 2021. Dr. Curtis seconded the motion. Mr. Feldbaum polled the Board on the motion: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for
January 25, 2021
(See next page)

SPREAD of Library Bill List for
January 25, 2021
(See below)

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

SPREAD of Gift
Log – January 2021
(See below)

Agenda Item #6 – Personnel Changes

Mr. Freda moved to approve the Personnel Changes. Ms. Rosen seconded the motion. Mr. Feldbaum asked if there was any further discussion. Hearing none, he polled the Board for the vote: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources
Changes – January 25, 2021
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held since December's Board meeting.

Agenda Item #8 – Old BusinessAgenda Item #8a – Community Foundation Lease with SJCP

Dr. Curtis moved to approve the lease between the Library and the Community Foundation. Mr. Freda seconded the motion. Mr. Feldbaum polled the Board on the motion: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Lease between
St. Joseph County Public
Library and Community
Foundation of St. Joseph
County, Inc.
(See next page)

SPREAD of Lease between
St. Joseph County Public
Library and Community
Foundation of St. Joseph
County, Inc.
(See below)

Agenda Item #9 – New BusinessAgenda Item #9a – Change Orders for Main Library Project

Several changes in the electrical system, including a conduit for the security system, ceiling changes, and wireless access points, created a Change Order to the contract with Herrman & Goetz. The contract, awarded for \$3,874,700.00, increases \$96,660.00 and will now total \$3,862,985.00.

A separate contract with Herrman & Goetz, covering the security system, had some revisions, costing an additional \$8,524.00. Originally awarded for \$132,406.00, the Change Order will result in a new total of \$140,930.00.

A back-charge to the contract with Indiana Earth will decrease the total by \$200.00. The contract was originally awarded for \$420,000.00 and will now total \$500,518.85.

The Change Order with Irwin Seating Company covers the removal of lights from seating. The contract, awarded for \$47,035.56, will decrease by \$1,219.56 for a new total of \$53,769.00.

Several changes to the contract with Mechanical Concepts, such as heating changes and the relocation of a heat pump riser, resulted in an increase of \$3,065.50. The contract was originally for \$2,906,000.00 and now totals \$3,199,727.50

Precision Wall Systems, bid for \$1,444,000.00 will have a new total of \$1,513,189.00. The increase of \$418.00 will cover the change in the glazing type in the windows of the house façade being placed in the children's storytime room.

The contract with Structural Steel Services, originally for \$1,947,900.00, underwent a number of changes, including changes to the detail of the courtyard fence, additional masonry support, and the relocation of a roof hatch. The Change Order totals an increase of \$59,751.00, for a new total of \$2,036,699.00.

The Change Orders in January for the Main Library Project total an increase of \$166,998.94.

Dr. Curtis moved to approve the Change Orders with Herrman & Goetz; Indiana Earth; Irwin Seating Company; Mechanical Concepts; Precision Wall Systems; and Structural Steel Services. Mr. Rensberger seconded the motion. Mr. Feldbaum asked the Board for any further discussion on the Change Orders. When there was none, he polled the Board for the vote: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – 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)

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(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 – Additional 2020 Appropriation Transfers

Ms. Rosen moved that the Library Board resolve to approve the additional appropriations transfers for 2020 in order to balance various accounts. Ms. Pochert-Ringle seconded the motion. Mr. Feldbaum asked for any further discussion; hearing none, he polled the Board on the motion: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Board
Resolution of Appropriations
Transfers in the 2020
Operating Fund
(See below)

Agenda Item #9c – Professional Meetings/Staff Training Budget for 2021

A larger amount of the training budget in 2021 is devoted to virtual training opportunities, because of the shift in many conferences to virtual events.

Dr. Curtis made a motion to approve the Professional Meetings/Staff Training Budget for 2021 as presented. Mr. Freda seconded the motion. Mr. Feldbaum asked the Board for discussion then polled the Board for the vote: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Nancy Korpál
Re: Professional Meetings and
Training Budget Recommendation
(See below)

Agenda Item #9d – Declaration of Petty Cash and Change Funds

Ms. Rosen moved that the Board resolve to approve and re-establish Petty Cash and Change Funds as prescribed by the State Board of Accounts. Mr. Rensberger seconded the motion. Mr. Feldbaum polled the Board on the motion: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Nancy Korpai
RE: Declaration of Petty
Cash and Change Funds
(See below)

Agenda Item #9e – Outstanding Warrants Resolution

Ms. Rosen moved that the Board resolve to cancel outstanding warrants two or more years old. Mr. Freda seconded the motion. Mr. Feldbaum asked the Board for any further discussion. Hearing none, he polled the Board for the vote: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of St. Joseph County
Public Library Cancellation of
Outstanding Checks/Warrants as of
January 1, 2021
(See below)

Agenda Item #9f – Board Acceptance of Grant Awards

Dr. Curtis made a motion to accept the grant awards from the Harvey and Doris Klockow Foundation for \$5,000.00 and the Indiana State Library CARES Mini-Grant for \$2,000.00. Mr. Freda seconded the motion. Mr. Feldbaum asked the Board for any further discussion then polled them for the vote: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Lisa O'Brien
Re: Board Acceptance of
The Harvey R. and Doris
Klockow Foundation Grant
(See below)

SPREAD of Memo from
Lisa O'Brien
Re: Board Acceptance of the
CARES Mini-Grant (Round 2)

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

Ms. Pochert-Ringle moved to approve the resolution to declare 9,516 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. Mr. Feldbaum polled the Board on the motion: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of December 2020
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

Mr. Feldbaum invited any visitors present to address the Board. Ms. Ogechi Ike, of Granger, spoke to the Board about the Library's involvement in Internet access and digital equity in the community.

Agenda Item #12 – News & Education Items

There were no items to report.

Agenda Item #13 – Next Library Board Meeting Dates

Annual Library Board Meeting, Monday January 25, 2021, immediately following the regular Board meeting via Zoom.

Library Board of Finance Meeting, Monday January 25, 2021, immediately following the Annual Board meeting via Zoom.

Library Board Closed Executive Session, Monday January 25, 2021, at 5:00 p.m. or immediately following the Library Board of Finance meeting via Zoom for the purpose of discussing the job performance of individual employees as provided by IC 5-14-1.5-6.1(b)(9).

Library Board Meeting, Monday February 22, 2021, 4:15 p.m. Location TBD.

Library Board Meeting, Monday March 22, 2021, 4:15 p.m. Location TBD

Library Board Meeting, Monday April 26, 2021, 4:15 p.m. Location TBD.

Agenda Item #14 – Adjournment

With no further business, Mr. Feldbaum asked for a motion to adjourn the meeting. Dr. Curtis moved to adjourn the Library Board meeting. Ms. Rosen seconded the motion. Mr. Feldbaum polled the Board for the vote: Mr. Rensberger – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye; Ms. Carlin – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present. The St. Joseph County Public Library Board meeting adjourned at 5:19 p.m.

Christine Pochert-Ringle, President

Ann Rosen, Vice-President

Marvin Curtis, Secretary

Sally Carlin, Member

Alan B. Feldbaum, Member

August R. Freda, Jr., Member

Terry R. Rensberger, Member

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