

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, November 22, 2021, in the Adult Education classroom of the Main Library, 304 South Main Street, South Bend, Indiana 46601 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, Library Board 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; Dr. Marvin Curtis, Secretary; Ms. Sally Carlin, Mr. Alan Feldbaum, and Mr. Terry Rensberger, Members.

Mr. John Wibbens, Board Member, was absent from the meeting.

Representing the St. Joseph County Public Library were Ms. Debra Futa, Executive Director; 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; and Ms. Kara Yeomans, Human Resources Manager. Ms. Trish Coleman, Chief Operating Officer for Public Services, joined the meeting virtually.

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

Agenda Item #3 – Library Board Minutes of the meeting held on October 25, 2021

Ms. Rosen made a motion to approve the Library Board minutes from the October meeting as presented. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

Main Library's opening events began with a preview party on Monday, November 8 for Library donors to tour the building. On November 10, the Library hosted the Chamber of Commerce and the Young Professionals Network for a breakfast, with a lunch for Rotary following later the same day. On Friday, November 12, the Library held an event for media to see the building ahead of the reopening on November 14. The ribbon cutting followed on Monday, November 15, and the week concluded with Explore-a-Story on Saturday, November 20. Nearly 6,000 people entered Main Library during opening week.

The Community Learning Center is still undergoing final touches, along with the courtyard, where the pergola is being installed this week. The new building will be formally opened in January, though some pieces, such as plantings, will happen later.

Dr. Curtis moved to approve the Director's Report. Ms. Carlin seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussions or questions. Hearing none, she polled the Board on the motion: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List for November 22, 2021

About 46% of the month's Bill List costs are associated with the Main Library project.

Mr. Feldbaum moved to approve payment on the items on the Bill List for November 22, 2021. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion, then polled the Board for the vote: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for
November 22, 2021
(See next below)

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

SPREAD of Gift Log –
November 2021
(See below)

Agenda Item #6 – Personnel Changes

Ms. Carlin moved to approve the Personnel Changes as presented. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources
Changes – November 22, 2021
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No Special Library Board Committee meetings were held since October's 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

E.J. White's contract for the Main Library Project will increase by \$1,685.00, to cover the cost of plumbing modifications. The contract will now total \$730,629.00.

Foegley Landscape had overtime and site concrete repairs, which added \$10,023.00 to the contract for a new total of \$713,677.00.

Drywall modifications and overtime will increase the contract with Gough. The increase of \$521.00 will make the contract's new total \$4,315,575.12.

Electrical modifications and overtime increased the contract with Herrman & Goetz by \$10,761.00. With the changes, the contract will now total \$4,121,913.75.

Indiana Earth's contract will increase by \$3,333.00 to now total \$503,851.85. The changes include unforeseen foundations, courtyard stoop details, water distribution flushing, and overtime.

Changes to the contract with Interior Finishes include floor patching, tile revision, and overtime. The changes total an increase of \$12,674.48 for a new total of \$910,441.50.

Larson Danielson's general trades contract will increase to cover additional access panels and scaffolding. The additional \$12,784.00 makes the contract's total \$2,347,212.82.

Larson Danielson's millwork contract had changes that included overtime, millwork changes, heat pump benches, and auditorium stage nosing. The changes total an increase of \$13,321.00; the millwork contract will now total \$1,526,669.00.

Time and materials increased the contract with Mechanical Concepts; the additional \$12,664.00 makes the contract's total \$3,287,369.50.

Additional time and materials work will increase the contract with Midland Engineering by \$2,067.00, and the contract's new total is \$998,557.00.

Oosterbaan's overtime and paint touchups resulted in an additional \$21,562.00 for the contract, which will now total \$419,091.75.

Site concrete repairs will come out of the allowance in Robert Henry Corporation's contract for the project. With the changes, the contract's total will remain \$1,207,467.00.

Revisions to tile will decrease the contract with Shambaugh by \$1,351.00. Shambaugh's contract will now total \$410,863.75.

Changes to the stage stairs and steel modifications will come from the allowance within the contract with Structural Steel Services; its total will remain \$2,054,436.00.

The allowance in the contract with TPC Technologies will cover AV changes to the third floor of the Community Learning Center. The total of the contract with TPC Technologies will stay \$326,376.00.

Mr. Feldbaum moved to approve the Change Orders for the Main Library Project with E.J. White; Foegley Landscape; Gough, Inc.; Herrman & Goetz; Indiana Earth; Interior Finishes; Larson Danielson; Mechanical Concepts; Midland Engineering; Oosterbaan & Sons; Robert Henry Corporation; Shambaugh; Structural Steel Services; and TPC Technologies. Dr. Curtis seconded the motion. Ms. Pochert-Ringle

asked for any further discussion. Hearing none, she polled the Board for the vote: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – 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 below)

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

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

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

Mr. Feldbaum moved the Board resolve to establish the change funds and petty cash amounts as presented. Ms. Carlin seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the members for the vote: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Kelley Kitchen
Re: Declaration of Petty
Cash and Change Funds
(See below)

Agenda Item #9c – Public Service Policy Changes – Guest Cards

Last month, the Board approved all changes to the Public Service Policy with the exception of the proposed fee for Guest Cards. Mr. Masters has reviewed related statutes and regulations, and nothing prohibits the Library for charging for the Guest Cards.

Ms. Rosen made a motion to approve the Public Service Policy Changes related to Guest Cards as presented. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Trish Coleman, Sarah Hill, and
Jennifer Henecke
RE: Card Types
(See below)

Agenda Item #9d – Board Acceptance of Grant Awards

Mr. Rensberger moved to accept the IMLS Self Healing Communities Grant and the E-Rate Emergency Connectivity Fund Grant. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked if the Board had any further questions. When there was none, she polled the Board for the vote: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – 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 IMLS
Grant and E-Rate Emergency
Fund Grant
(See below)

Agenda Item #9e – Resolution to Establish an American Rescue Plan Act Grant Fund

Because the grant, which was previously accepted by the Board, comes from a federal fund, the Board needs to pass a resolution to establish a separate fund.

Mr. Feldbaum moved that the Board resolve to establish a Fund for the American Rescue Act Grant. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Resolution to
Establish an American Rescue
Plan Act (ARP) Grant Fund
(See below)

Agenda Item #9f – Library Board Resolution to Declare Excess Furnishings and Equipment

The Library plans to hold a sale of items that are no longer needed in December, but the Board must first establish that the items are excess.

Mr. Rensberger moved that the Board resolve to declare the listed furnishings and equipment as excess. Ms. Carlin seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from Trish
Coleman and Kelley Kitchen
Re: Declared Excess Furniture
and Equipment
(See below)

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

Dr. Curtis moved that the Board resolve 8,495 items excess withdrawn Library materials be sold to the Friends of the Library for \$1.00. Ms. Carlin seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of October 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 there were any visitors who wished to address the Board. There were no members of the public present in the meeting.

Agenda Item #12 – News & Education

There were no items to report.

Agenda Item #13 – Next Library Board meeting dates

Library Board Closed Executive Session, Monday November 22, 2021 at 5:00 p.m. or immediately following the regular monthly open meeting 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 at 4:15 p.m. St. Joseph County Public Library, 304 South Main Street, 2nd Floor Adult Education Classroom – Room, South Bend IN 46601.

Library Board Meeting, Monday January 24, 2022 at 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Beutter-Kernan Event Space, 305 S. Michigan Street, South Bend IN 46601.

Library Board Meeting, Monday February 28, 2022 at 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Beutter-Kernan Event Space, 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 the meeting. Ms. Carlin moved to adjourn. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked for any further discussion then polled the Board for the vote: Ms. Carlin – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye; Ms. Rosen – 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 5:05 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

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