

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, December 20, 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. All Library Board members received legal notice of the meeting. 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; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum, Mr. Terry Rensberger, and Mr. John Wibbens, Members. Ms. Ann Rosen, Vice President, and Ms. Sally Carlin, Member, were present for the meeting virtually.

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. Sarah Hill, Chief Resource Officer; Ms. Kelley Kitchen, Chief Financial Officer and Treasurer for the Library; Ms. Rona Plummer, Director of Branch Services; and Ms. Kara Yeomans, Human Resources Manager. Ms. Jennifer Henecke, Chief Engagement Officer, joined the meeting virtually.

Mr. James A. Masters, Attorney for the Library, was present in person for the meeting. 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 November 22, 2021

Ms. Pochert-Ringle asked the Board if there were any corrections or changes to the minutes of the November Board minutes. Dr. Curtis moved to approve the minutes of the November meeting as presented. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

The Patron Engagement Statistics report for November shows some of the impact of Main Library reopening for the second half of the month, with rises in circulation and gate count. There was also growth in the number of new cardholders as well as active cardholders in November. Both Wifi usage and reference questions increased during the month. About 700 patrons were reengaged, partly because of the Library's efforts to bring back patrons who may have not been using their cards for a variety of reasons.

Most of the spaces in the Community Learning Center should be close to finished soon. Bulley & Andrews expects to remain on-site until early to mid-January for the project. The café finishes are still in progress, and the courtyard will be completed in the spring. Bookings for spaces in the Community Learning Center will open to the public on January 10, 2022, and the Community Foundation will move into their spaces around the same time.

While the Library considered doing a second ribbon-cutting ceremony for the Community Learning Center when it opens to the public, the decision was made to wait to hold any events until the spring, when all the finishes and courtyard will be complete.

Mr. Rensberger made a motion to approve the Director's Report. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked if there were any further questions. When there was none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr.

Wibbens – 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 December 20, 2021

Dr. Curtis moved to approve payment on the items on the Bill List for December 20, 2021. Ms. Rosen seconded. Ms. Pochert-Ringle asked the Board for further discussion then polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for
December 20, 2021
(See below)

Mr. Feldbaum made a motion to accept the gifts on the Gift Log for December 2021. 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; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Gift Log –
December 2021
(See below)

Agenda Item #6 – Personnel Changes

Mr. Rensberger moved to approve the Personnel Changes for December 2021 as presented. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion. When there was none, she polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources
Changes – December 20, 2021
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held since the November 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

Drywall modifications increased the contract with Gough by \$25,066.00. With this Change Order, Gough's contract for the project will now total \$4,340,641.12.

The contract with Herrman & Goetz underwent three changes this month: electrical modifications, sitework repairs, and changes to the courtyard planters. The changes total an increase of \$22,230.00; the contract now totals \$4,144,143.75.

A change to door framing and door schedule modifications, as well as other modifications, added \$25,475.00 to Larson Danielson's contract, making its new total \$2,372,678.82.

Larson Danielson's millwork contract changed to cover the cost of additional support of a porch swing at the StoryHouse in children's. The change will add \$3,923.00 to the contract, which will now total \$1,530,592.00.

A backcharge for elastomeric coating at the cupola of the new building will decrease Midland Engineering's contract for the project by \$4,332.00. The contract with Midland Engineering for the project will now total \$994,225.00.

Painting touchups in both the current and new buildings added an additional \$14,358.00 to the contract with Oosterbaan & Sons. The change will make the contract's new total \$433,449.75.

Shambaugh's contract will increase by \$731.00 for a sprinkler adjustment; this contract will now total \$411,594.75 for the project.

Ziolkowski Construction covered the elastomeric coating at the cupola; the Change Order also covered masonry adjustments. Those changes cost a total of \$11,870.00, and with the changes, Ziolkowski Construction's contract for the project totals \$4,254,933.00.

December's Change Orders total an additional \$112,096.00 to the contracts.

Ms. Rosen moved to approve the Change Orders for the Main Library Project with Gough, Inc.; Herrman & Goetz; Larson Danielson; Midland Engineering; Oosterbaan; Shambaugh & Son; and Ziolkowski Construction. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board 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; Mr. Wibbens – 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 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
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(See below)

SPREAD of AIA Document G701:
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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 – Main Library Substantial Completion

The Substantial Completion form sets the date from which warranties for the project will be active. The architects determined that the date of Substantial Completion for the Main Library project is November 12, 2021.

Ms. Carlin moved that the Board resolve to establish November 12, 2021 as the date of Substantial Completion for Main Library. Ms. Rosen 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: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of AIA Document G704:
Certificate of Substantial
Completion
(See next page)

SPREAD of AIA Document G704:
Certificate of Substantial
Completion
(See below)

Agenda Item #9c – RAMSA Additional Service Requests

Because the RAMSA architects are still involved with the project, these requests will pay for their continuing involvement. This should get the project through December and January; after that point, the architects will charge on a time and materials basis.

Mr. Feldbaum made a motion to approve the Additional Service Requests with RAMSA. Mr. Wibbens seconded. Ms. Pochert-Ringle asked for discussion then polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Additional Service
Request #9: CA Phase Extension of
Construction Schedule, 2nd Extension
(See below)

Agenda Item #9d – Library Goals and Strategies for 2022-2024

The proposed strategic plan covers three years instead of the typical five years. The Library updated its mission statement and added values to the plan, which lays out five goals: to grow and sustain readers, build a stronger community, spark curiosity to learn, expand access, and ensure library sustainability. Strategies for each of the goals are also included in the plan.

Mr. Wibbens moved to approve the Strategic Plan goals as presented. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board if there were any further questions or discussion. Hearing none, she polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of St. Joseph County
Public Library Strategic
Goals Strategies Actions
2022-2024
(See below)

Agenda Item #9e – 2022 Pay Ranges and Pay Rates

All Library employees will receive a 3% base increase to their pay. Staff members employed before July 1, 2021 were also eligible for a merit increase. Any employees who have reached the top of their range will receive an increase as a one-time lump sum payment.

Dr. Curtis moved to approve the pay ranges and bi-weekly and hourly pay rates for 2022 as presented. 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; Mr. Wibbens – 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: 2022 Salary Roster
(See below)

Agenda Item #9f – 2021 Appropriation Transfers

Mr. Wibbens moved that the Library Board resolve to approve the appropriation transfers for 2021 in order to balance various accounts. Ms. Carlin seconded the motion. Ms. Pochert-Ringle asked the Board for discussion then polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Board
Resolution of Appropriation Transfers
in the 2021 Budgeted Funds
(See below)

Agenda Item #9g – 2021 Appropriation Encumbrances Carried forward to 2022

Dr. Curtis moved the Library Board resolve the Encumbered Funds be carried forward to 2022. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Board
Resolution of Appropriation
Encumbrances Brought Forward
(See below)

Agenda Item #9h – Hoosier Start Matching Plan for Eligible Library Employees

Some employees, who have previously retired from the Public Employment Retirement Fund, are no longer eligible to reenroll. The Library is able to adopt a plan through the Hoosier Start Program, which would give these employees a 3% match.

Dr. Curtis moved the Board resolve to adopt the alternative plan. 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; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Resolution and
Adoption Agreement for a
Participating Local Political
Subdivision
(See below)

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

Dr. Curtis made a motion to approve the resolution to declare 9,656 items excess withdrawn Library materials be sold to the Friends of the Library for \$1.00. Mr. Feldbaum seconded. Ms. Pochert-Ringle asked the Board if there was any further discussion. Hearing none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of November 2021
Library 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 members of the public who wished to address the Board. There were no visitors present at 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 December 20, 2021 at 5:00 p.m. or immediately following the regular monthly open meeting in Study Room L202 of the Main Library 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 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.

Library Board Meeting, Monday March 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, Ms. Pochert-Ringle asked for a motion to adjourn. Dr. Curtis moved to adjourn the Library Board meeting. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Mr. Wibbens – 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 5:15 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