

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, February 22, 2021, virtually via Zoom, in accordance with Governor Holcomb’s Executive Orders 20-09 and 21-03, 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, 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 shown to be present as follows: Ms. Christine Pochert-Ringle, President; Ms. Ann Rosen, Vice President; Dr. Marvin Curtis, Secretary; Ms. Sally Carlin, Mr. Alan Feldbaum, Mr. August Freda, and Mr. Terry Rensberger, Members.

At 4:15 p.m., Ms. Pochert-Ringle 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 Mr. Bob Goethals, Facilities Manager.

Ms. Antonia Winfrey and Mr. Glenn Pierce, of Bulley & Andrews; Ms. Sally Anglemeyer, of Arkos Design; Mr. Joe Leibfried, of Spacesaver; Ms. Sarah Ferrara and Ms. Kristine Bergman of Office Interiors; Mr. Jeremy Williamson of Business Furnishings; Ms. Trisha Potter of Paladin Caseworks; and Mr. James A. Masters, Attorney for the Library, were also present for the meeting.

Agenda Item #3 – Library Board Minutes of the meetings held on January 25, 2021

Mr. Freda moved to approve the Library Board minutes of the January meeting as presented. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion; hearing none, she polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

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

Ms. Carlin moved to approve the minutes of the Board of Finance meeting 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. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director’s Report

Because of the weather, all Library locations were closed on Tuesday, February 16.

The monthly statistical report has changed to emphasize patron engagement, with key indicators from the former statistical reports included. The report is mostly visual, with charts and graphs, and broken down into sections: Materials, Cardholders, Locations Visits, Digital Services, Information Services, and Programs. The Materials portion covers circulation by physical versus digital, the total number of items checked out, and circulation by audience. In the Cardholders section of the report, “active cardholders”

refers to any cardholder that has used their card in the last year, though the Library offers services such as computer and Wifi use that don't require a card. Cardholder retention shows how many new cardholders have used their cards in the last year, following a new card sign-up. Location Visits covers both curbside patrons and the gate counts at the branches. Digital Services shows the number of minutes that computers in the branches were used, and it also covers WiFi usage. Information Services are reference questions that come to Library staff, and Programs measure number of both the virtual and in-person programming that the Library has offered.

The Friends of the Library Board has formed two new taskforces, to create a strategy for recruiting new members onto the Friends' Board and focus on fundraising efforts on behalf of the Library.

Library leadership has recently completed training in the National Position Evaluation Plan from HR Source in Illinois. The team will now review all job descriptions and re-rank positions as necessary. The next step will be to gather salary survey information for the Library's pay grades, with an adjustment expected for 2022.

Dr. Curtis moved to approve the Director's Report. 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. Freda – Aye; Mr. Rensberger – 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 February 22, 2021

Mr. Freda made a motion to approve payment on the items on the Bill List for February 22, 2021. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked if there was any further discussion before polling the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for
February 22, 2021
(See next page)

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

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

SPREAD of Gift
Log – February 22, 2021
(See below)

Agenda Item #6 – Personnel Changes

Ms. Rosen made a motion to approve the Personnel Changes as presented. Mr. Feldbaum 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. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

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

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held since the last Board meeting in January.

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

A change to the scaffolding allowance resulted in Change Orders with several of the contractors this month, including E.J. White, Herrman & Goetz, Mechanical Concepts, Oosterbaan, and Shambaugh.

The scaffolding allowance will decrease the contract with E. J. White by \$5,000.00. Awarded for \$705,604.00, the most recent Change Order makes the new total of the contract \$714,955.00.

The contract with Green Demolition will increase to cover floor patching in the existing Main Library building. During construction, some earlier patching was uncovered, making the work more extensive than anticipated. Initially awarded for \$583,600.00 and currently costing \$625,000.00, the contract will increase an additional \$59,985.00 for a new total of \$684,985.00.

Herrman & Goetz had the scaffolding allowance removed from their contract; there were also lighting and electrical changes to the contract. The contract, first awarded for \$3,874,700.00, will increase \$77,784.00 to now total \$3,940,869.00.

To cover work on the third floor windows of the Main Library, the contract with Larson Danielson will increase \$7,933.00. Originally awarded for \$2,062,029.00, the contract will now total \$2,158,108.82.

The scaffolding allowance will decrease the contract with Mechanical Concepts. The change, for \$5,000.00, makes the new total of the contact \$3,194,727.50.

The scaffolding allowance also decreases the contract with Oosterbaan by \$5,000.00, for a new total of \$328,372.00. The contract was first awarded for \$323,000.00.

Changes in framing will increase the contract with Precision Wall Systems by \$740.00. Initially awarded for \$1,444,000.00, the newest Change Orders makes the new total of the contract \$1,513,929.00.

Changes to the elevator cab interiors in the existing building increases the cost \$40,240.00 to the contract with Schindler Elevator for the renovation space. The contract, originally awarded for \$115,000.000, now totals \$160,735.00.

In addition to the return of the scaffolding allowance with Shambaugh, there were also mechanical, electrical and plumbing changes. The cost will decrease \$3,477.00. The contract, awarded for \$439,450.00 will total \$405,906.00 after the most recent Change Orders.

Changes to elevator cab interiors will decrease the contract with Structural Steel Services by \$200.00. The original contract totaled \$1,947,900.00 and will now total \$2,036,499.00.

Gate column details increases the contract with Ziolkowski Construction by \$4,305.00. Originally awarded for \$3,090,000.00, the contract will now total \$3,151,656.00.

The Change Orders for February 2021 total an increase of \$172,310.00 to the contracts for the Main Library Addition and Renovation project.

Mr. Rensberger moved to approve the Change Orders with E.J. White; Green Demolition; Herrman & Goetz; Larson Danielson; Mechanical Concepts; Oosterbaan and Sons Company; Precision Wall Systems; Schindler Elevator Corporation; Shambaugh and Son; Structural Steel Services; and Ziolkowski Construction. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – 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: SJCPL Main Library
Addition and Renovation
(See below)

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(See below)

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Change Order
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Change Order
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 – Bid Awards for Main Library Furniture and Shelving

Bids for the Main Library furniture and shelving were opened at the Keller Park Branch Library on February 8. The bids received have been reviewed by Arkos Design for responsive and responsible bidders, and bids are ready for recommendation.

For Bid Package C, Custom Furniture, there were three bids received: from Office Interiors, Business Furnishings, and KPC Architectural Products. Arkos Design recommends Office Interiors as the most responsive and responsible bidder.

Bid Package G, General Furniture, had three bids received from Office Interiors, Business Furnishings, and Michigan Office Environments. Arkos Designs recommends awarding the bid package to Office Interiors.

The alternative bid from Business Furnishings for Bid Package G, for \$594,949.00, while mathematically the lowest, does not comply with Indiana law to submit a bid on forms prescribed by the State Board of Account (Form 96). While this bid included pre-approved equals, those alternates were not submitted as part of the base bid. Voluntary alternates were also not included on a bid form supplement, which was included in the bid specifications. Because of this, the bid from Business Furnishings is not considered a responsive bid.

Bid Package S received four bids, from Spacesaver Storage Systems, KPC Architectural Products, Meilahn Manufacturing, and Business Furnishings. Arkos Design recommends awarding the bid to Spacesaver Storage Systems.

Mr. Feldbaum moved to award the bids for Bid Package C (Custom Furniture) to Office Interiors; Bid Package G (General Furniture) to Office Interiors; and Bid Package S (Shelving) to Spacesaver Storage Systems. Mr. Freda 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. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Letter from
Sally Anglemyer
RE: SJCPL – Main
Library Furniture
Bid Recommendation
(See next page)

SPREAD of Letter from
Sally Anglemyer
RE: SJCPL – Main
Library Furniture
Bid Recommendation
(See below)

SPREAD of Letter from
Mr. Masters to Ms. Debra Futa
RE: Bid Package G –
General Furniture
(See below)

Agenda Item #9c – Library Rebranding Plan

With the reopening of the Main Library and the opening of the new Community Learning Center, the Library has decided to evaluate its branding and website. The goals for the rebranding are to create a strong position for the new Main Library and the Library in the community, build excitement and investment in the Library, and attract and engage more people. Pathfinders, a local advertising company, will work with the Library to create the updated branding.

No formal Board action was required at this time.

SPREAD of Memo from
Jennifer Henecke
RE: St. Joseph County Public
Library Branding
(See below)

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

Mr. Feldbaum made a motion to declare 10,314 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. Carlin 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. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of January 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 members of the public to address the Board. No visitors present wished to speak to the Board.

Agenda Item #12 – News & Education Items

College Goal Sunday is March 7, and the LaSalle and Tutt Branches will be open in the afternoon to help high school students and their families complete the FAFSA.

Later in the evening, the Library will hold a virtual event via Zoom, an Evening with Terry McMillan, where the author will be present for a discussion.

Agenda Item #13 – Next Library Board meeting dates

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.

Library Board Meeting, Monday May 24, 2021, 4:15 p.m. Location TBD.

Library Board Meeting, Monday June 28, 2021, 4:15 p.m. Location TBD.

Agenda Item #14 – Adjournment

With no further business to come before the Board, Ms. Pochert-Ringle asked for a motion to adjourn the meeting. Mr. Freda moved to adjourn. Dr. Curtis seconded the motion. Ms. Pochert-Ringle then polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Freda – Aye; Mr. Rensberger – 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 5:31 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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