

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, March 22, 2021, virtually via Zoom, in accordance with Governor Holcomb's Executive Orders 20-09 and 21-05, 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; and Ms. Kara Yeomans, Human Resources 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 February 22, 2021

Dr. Curtis moved to approve the Board minutes from the February meeting as presented. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle asked the Board for 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.

Agenda Item #4 – Director's Report

In February, digital circulation made up 37% of the circulation, showing that patrons continue to access the Library through digital options, though total circulation was down 10% for the month. Over 1,200 patrons were served curbside during February as well, and the Library intends to offer curbside services even after the pandemic wanes. Programming numbers also remain strong, though all programming events remain in virtual formats.

As age limits for the COVID-19 vaccines are lowered, more Library staff members are eligible to receive the vaccine. With increased vaccination, over the next few weeks, the Library will be reviewing its policies regarding FFCRA and mask mandates. In April, some furniture will be reintroduced to the branches, with distancing still maintained.

With the passage of the American Rescue Plan, the Library expects to get more information about any potential funding from that legislation. Funding will not be available for existing services but there may be grant opportunities for new programs and services.

The freight elevator at Main Library, which is over 60 years old, is in the midst of being reworked, while the finished trim is being installed on the second and third floors of the Main Library building. Meanwhile, in the Annex building, ductwork and scaffolding are underway in the auditorium and the granite is being installed.

Mr. Feldbaum made a motion to approve the Director's Report. Dr. Curtis 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 #5 – Library Bill List for March 22, 2021

Mr. Freda moved to approve payment on the items on the Bill List for March 22, 2021. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion, then polled them 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
March 22, 2021
(See below)

Mr. Rensberger moved to accept the gifts on the Gift Log for March 22, 2021. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for 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.

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

Agenda Item #6 – Personnel Changes

Ms. Carlin moved to approve the March 2021 Personnel Changes as presented. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked 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. Freda – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye.

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

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held since the February 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 contract with Bulley & Andrews, awarded for \$1,579,213.00 will increase \$16,875.00, to cover the increase of the professional services fee, with another change to come toward the end of the project. With this Change Order, the contract with Bulley & Andrews will now total \$1,596,088.00.

Changing the sink bowls from under-mounted to integrated decreases the cost of the contract with E. J. White by \$881.00. Originally awarded for \$705,604.00, the contract with E. J. White now totals \$714,074.00.

Foegley's contract will increase to cover the cost of installing granite on top of an areaway curb. The contract was awarded for \$654,749.00 and will increase \$3,617.00, for a new total of \$658,366.00.

There are two separate Change Orders to the contract with Gough, with both including miscellaneous changes. The first Change Order, an increase of \$24,156.26, covers roller shade pockets in the event space and multipurpose room of the Annex building, modifications to the Annex building gallery, drywall repairs, the walkway at the event space on the second floor, and the reimbursement of the scaffolding allowance. With the first Change Order, the contract will total \$4,312,058.62.

The second Change Order with Gough increases the contract \$4,406.70, for a new total of \$4,316,465.32. This Change Order covers the costs of the Annex's exterior envelop, the booklift framing, the monumental stair scaffolding, and framing for the existing third floor windows.

The transfer grille, low-profile light fixtures in a lobby, and the monumental stair scaffolding created a change to the contract with Herrman & Goetz. Awarded for \$6,874,700.00, the contract will increase \$3,922.75 for a new total of \$3,944,791.75.

Storm unforeseen obstructions and backcharges from a concrete washout resulted in an increase of \$8,398.00 to the contract with Indiana Earth. This contract, awarded for \$420,000.00, now totals \$508,916.85.

Krez Group handled fireproofing several spots in the Main Library, including at the booklift, resulting in an increase of \$8,028.00. The contract, originally \$12,000.00, has a new total of \$20,028.00.

The monumental stair scaffolding, blocking on the first floor, brick ledge details, and the addition of a door created a Change Order with Larson Danielson for \$11,035.00. The contract was first awarded for \$2,062,029.00 and now totals \$2,169,143.82.

A separate contract with Larson Danielson, for the millwork, also had a Change Order in March to cover the cost of the integrated bowls and sink aprons. The contract now totals \$1,473,997.00 after the increase of \$5,861.00.

Mechanical Concepts will install and furnish the transfer grilles at a cost of \$2,097.00. Awarded for \$2,906,000.00, the contract's new total is \$3,196,824.50.

Midland Engineering had two changes, to the standing seam roof and management of winter conditions. The contract, which was awarded for \$994,600.00, will decrease by \$10,625.00, for a new total of \$983,975.00.

Precision Wall Systems provided their own brackets for the large windows on the first floor of the Main Library at a cost of \$11,474.00. The contract with Precision Wall Systems, originally awarded for \$1,444,000.00, now totals \$1,513,929.00.

Because Indiana Earth covered the concrete washout, the contract with Robert Henry Corporation decreases \$873.00. With this change, Robert Henry Corporation's contract now totals \$1,196,479.00.

With changing the stairs to the roof hatch in the Annex building, there was an increase in labor cost with Structural Steel Services. The increase, \$5,473.00, makes a new total of \$2,041,972.00, from the original award of \$1,947,900.00.

Several recommended upgrades to the stage from TPC Technologies were accepted. These upgrades will cost an additional \$2,656.00. The contract, awarded for \$242,191.00, will total \$242,760.00 with these changes.

The final Change Order for March, with Ziolkowski Construction, for a cost of \$43,773.00, covers added flashing behind limestone, winter conditions, and brick ledge and mortar color changes.

Overall, the Change Orders in March total an increase of \$139,393.71 to the contracts.

Dr. Curtis made a motion to approve the Change Orders with Bulley & Andrews; E.J. White; Foegley Landscape; Gough; Herrman & Goetz; Indiana Earth; Krez Group Purchasing; Larson Danielson; Mechanical Concepts; Midland Engineering; Precision Wall Systems; Robert Henry Corporation; Structural Steel Services; TPC Technologies; 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: 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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SPREAD of AIA Document G701:
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 – Non-Resident Fee Card Rate for 2021

Mr. Freda moved to set the Non-Resident Fee Card rate at \$85.00, effective April 1, 2021. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked the Board for discussion; when there was 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 Memo from
Nancy Korpai
Re: 2021 Non-Resident Fees
(See below)

Agenda Item #9c – Board Acceptance of Grant Award

Ms. Carlin moved to accept the grant award from the Schurz Foundation for \$25,000.00. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion; when there was 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.

SPREAD of Memo from
Lisa O'Brien
Re: Board Acceptance of
Schurz Foundation Grant
(See below)

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

Mr. Freda moved to declare 5,479 items excess withdrawn Library materials be sold to the Friends of the Library for \$1.00 and to declare withdrawn Computer Equipment as excess. Dr. Curtis seconded the motion. Ms. Pochert-Ringle asked the Board for 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.

SPREAD of February 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 any visitors present if they wished to address the Board. There were no visitors present in the meeting.

Agenda Item #12 – News & Education Items

There were no items to report.

Agenda Item #13 – Next Library Board Meeting dates

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.

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

Agenda Item #14 – Adjournment

With no further business, Ms. Pochert-Ringle asked the Board for a motion to adjourn. Dr. Curtis moved to adjourn the meeting. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle 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. The St. Joseph County Library Board meeting adjourned at 5:04 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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