

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, April 27, 2020, virtually, via Zoom, in accordance with Governor Holcomb's Executive Order 20-04, 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; Dr. Marvin Curtis, Ms. Michelle Engel, Mr. August Freda, and Mr. Terry Rensberger, Members.

At 4:15 p.m., Mr. Feldbaum announced there was a quorum of Library Board members present.

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. Lisa O'Brien, Director of Development and Process Improvement; Ms. Rona Plummer, Director of Branch Services; Ms. Jennifer Henecke, Communications Manager; and Ms. Kara Yeomans, Human Resources Manager.

Mr. James A. Masters, Attorney for the Library, was also present at the meeting.

Agenda Item #3 – Library Board Minutes of the meeting held on February 24, 2020

Mr. Feldbaum asked the Board for a motion to approve the minutes from February. Mr. Freda made a motion to approve the minutes from the meeting of February 24, 2020 as presented. Ms. Pochert-Ringle seconded the motion. Mr. Feldbaum asked the Board for further discussion, then polled the Board on the approval of the minutes: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

Mr. Feldbaum noted that the Main Library Renovation project continues to make progress as appropriate under Governor Holcomb's state-wide orders. Ms. Futa informed the Board that the project is still on schedule, though some time was lost due to the asbestos found in the building during demolition.

Ms. Futa told the Board that the statistics contained in the Board packets included both the months of February and March. While February's numbers look as they typically would, the Library closed on March 16, and the statistics reflect that.

Dr. Curtis moved to approve the Director's Report. Ms. Engel seconded the motion. Mr. Feldbaum asked for any further discussion. When there was none, he polled the Board on the motion: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List for April 27, 2020

Ms. Korpala noted for the Board that the Bill List for April includes about \$350,000 in costs for the Main Library Construction and Renovation.

Ms. Rosen moved to approve payment on the items on the Bill List for April 27, 2020. Ms. Pochert-Ringle seconded the motion. Mr. Feldbaum asked the Board for any further discussion. Hearing none,

he polled the Board on the motion to approve payment on the items of the Bill List: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill  
List for April 27, 2020  
(See below)

Agenda Item #6 – Personnel Changes

Included in the Personnel Changes for April are employees who have been furloughed, due to the COVID-19 crisis.

Mr. Freda moved to approve the Personnel Changes. Ms. Pochert-Ringle seconded the motion. Mr. Feldbaum asked for further discussion, then polled the Board for the vote to approve the Personnel Changes: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources  
Changes – April 27, 2020  
(See below)

Agenda Item #7 – Special Library Board Committees

No Special Library Board Committee meetings were held since the last Board meeting.

Agenda Item #8 – Unfinished BusinessAgenda Item #8a – Recommendation of Bid Awards for Main Library Renovation

Ms. Rosen moved to award Roofing (Bid Group 5A) to Midland Engineering. Ms. Pochert-Ringle seconded the motion. Mr. Feldbaum asked the Board for discussion. Hearing none, he polled the Board on the motion: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present. The motion carried unanimously by all Board members present.

SPREAD of Bid Results:

Bid Group 5  
(See below)

Agenda Item #9 – New BusinessAgenda Item #9a – Library Board Resolution to Approve Emergency Actions as a Result of Public Health Emergency from COVID-19

This resolution approves the emergency actions taken by the Library in the midst of the public health emergency from COVID-19, which includes the following: closure of the Library; regular monthly meetings suspended; meetings to be conducted remotely; compensation of employees during health emergency; necessary services and operations; Library staff furloughs; adoption of COVID-19 Emergency Family and Medical Leave and Paid Sick Leave Policy; adoption of emergency Library closure policy; payment of vendors and service providers; remote services to patrons; approval of other actions of the Executive Director; Main Library Expansion and Renovation Project; and recording of vote.

Mr. Rensberger moved that the Board resolve to approve emergency actions as a result of public health emergency from COVID-19. Ms. Pochert-Ringle seconded the motion. Mr. Feldbaum asked the Board for discussion. Hearing none, he polled the Board for the vote: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Resolution of the  
St. Joseph County Public Library  
Board of Trustees  
(See next page)

SPREAD of Resolution of the  
St. Joseph County Public Library  
Board of Trustees  
(See below)

Agenda Item #9b – Non-Resident Fee Card Rate for 2020

Dr. Curtis moved to set the Non-Resident Fee Card rate at \$85.00 effective June 1, 2020. Ms. Rosen seconded the motion. Mr. Feldbaum asked for discussion; when there was none, he polled the Board for the vote: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Nancy Korpala  
RE: 2020 Non-Resident Fees  
(See below)

Agenda Item #9c – Lease Modification with The Music Village

The Music Village is seeking temporary relief from the rent, as they have lost revenue from the COVID-19 crisis. Mr. Masters explained that with the proposed lease modification, in May, June, July, August, September and October 2020, The Music Village's rent would be deferred. For the remaining 38 months of The Music Village's lease with the Library, they will pay a pro-rated amount of the rent. This modification will also extend the lease for an additional six months.

Mr. Freda made a motion to approve the modification to the Lease Agreement with The Music Village. Dr. Curtis seconded the motion. Mr. Feldbaum, hearing no further discussion, polled the Board for the vote: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Amendment to  
Lease Agreement  
(See below)



Agenda Item #9d – Staff Handbook Policy Revision

Most public service paraprofessional level positions require a State of Indiana Librarian Certification. Under the current policy, the Library pays only a portion of the cost of the requirements to become certified, though it is a job requirement. The policy provides pay increases to an employee who has completed the certification, as well as another increase once the person has graduated with a Master's Degree in Library Science. The Library's current policy has resulted in pay inequity across pay grades over time.

The Library proposes changing the policy to increase the benefit for staff taking classes to earn Librarian Certifications to 100% tuition reimbursement for up to 15 credit hours. The proposed policy will remove pay increases for staff who have completed the Certification requirements or obtained a Master's Degree in Library Science. Any employee pursuing a Master's Degree in Library Science will continue to receive 50% tuition reimbursement (up to \$2,000 in a calendar year) after completing the first 15 credit hours.

Ms. Pochert-Ringle moved to approve the change to the Staff Handbook. Ms. Engel seconded the motion. Mr. Feldbaum polled the Board on the motion: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Sarah Hill & Kara Yeomans  
RE: Educational & Professional  
Development Benefit  
Change Proposal  
(See below)

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

For April, the Board is being asked to approve the withdrawn Library materials be declared excess from the months of February and March.

Ms. Pochert-Ringle moved to approve the resolution to declare a total of 12,175 items excess withdrawn Library materials to be sold to the Friends of the Library for \$1.00 and to declare withdrawn Computer Equipment as excess. Dr. Curtis seconded the motion. Mr. Feldbaum asked for any further discussion. Hearing none, he polled the Board for the vote: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of February 2020  
Library Material to be  
Declared Excess  
(See below)

SPREAD of March 2020  
Library Material to be  
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 asked for any members of the public present to address the Board. There were no visitors present in the virtual meeting.

Agenda Item #12 – News & Education Items

Mr. Feldbaum reminded Board members that they were provided with conference reports from staff in the Board packets.

Agenda Item #13 – Next Library Board Meeting Dates

Mr. Feldbaum noted that while future meeting dates are currently scheduled to take place at Keller Park, that is subject to change.

**Library Board Meeting, Monday May 18, 2020, 4:15 p.m.** at the Keller Park Branch Library, 737 Beale Street, South Bend IN 46616 in the meeting room.

**Library Board Meeting, Monday June 22, 2020, 4:15 p.m.** at the Keller Park Branch Library, 737 Beale Street, South Bend IN 46616 in the meeting room.

**Library Board Meeting, Monday July 27, 2020, 4:15 p.m.** at the Keller Park Branch Library, 737 Beale Street, South Bend IN 46616 in the meeting room.

**Library Board Meeting, Monday August 24, 2020, 4:15 p.m.** at the Keller Park Branch Library, 737 Beale Street, South Bend IN 46616 in the meeting room.

Agenda Item #14 – Adjournment

Mr. Feldbaum asked for a motion to adjourn the meeting. Ms. Rosen made a motion to adjourn. Ms. Engel seconded the motion. Mr. Feldbaum polled the Board on the vote: Dr. Curtis – Aye; Ms. Engel – Aye; Mr. Freda – Aye; Ms. Pochert-Ringle – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present. The St. Joseph County Library Board meeting adjourned at 5:04 p.m.

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Alan B. Feldbaum, President

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Christine Pochert-Ringle, Vice-President

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Ann Rosen, Secretary

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Marvin Curtis, Member

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Michelle Engel, Member

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August R. Freda, Jr., Member

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Terry R. Rensberger, Member