

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, October 25, 2021, in the large public meeting room of the Centre Township Branch Library, 1150 Kern Road, South Bend, Indiana 46614 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; Mr. Alan Feldbaum, Mr. Terry Rensberger, and Mr. John Wibbens, Members. Ms. Sally Carlin, Member, was present for the meeting virtually.

Dr. Marvin Curtis, Secretary, was absent from 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. Jennifer Henecke, Chief Engagement Officer; Ms. Sarah Hill, Chief Resource Officer; Ms. Kelley Kitchen, Chief Financial Officer and Treasure 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. Jody Kinsey and Mr. Donald Newman, of USI Insurance, and Mr. James A. Masters, Attorney for the Library, were 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 September 27, 2021

Mr. Rensberger moved to approve the September Library Board minutes as presented. Ms. Rosen seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye.

Agenda Item #4 – Director's Report

The move from Keller Park to Main Library is currently underway. On October 21, Hallett Movers arrived at Keller Park to start the move, beginning with the nonfiction collection. The movers will work seven days a week until the move to Main is complete.

Construction in the Community Learning Center will not be complete before the November 14 reopening of Main Library. Supply chain issues have affected the progress of the construction in the new building. Some Library events are planned for the space through the end of the year, but no outside meetings will be booked in the building until January 2022.

Starting November 3, Bully & Andrews will pull construction workers from the site in order to clean the Community Learning Center space for the November 14 opening. Opening events begin on November 8, with a preview party at Main Library for donors.

Ms. Rosen made a motion to approve the Director's Report. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List for October 25, 2021

Mr. Rensberger moved to approve payment on the items on the Bill List for October 25, 2021. 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; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for  
October 25, 2021  
(See below)

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

SPREAD of Gift Log –  
October 2021  
(See below)

Agenda Item #6 – Personnel Changes

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

SPREAD of Human Resources  
Changes – October 25, 2021  
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No Special Library Board Committee meetings were held since the September 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 Change Order with E.J. White will be billed against the allowance, so there is no cost change associated with plumbing modifications directed by Bulley & Andrews. The contract's total will remain \$728,584.00.

Foegley Landscape's contract experienced two changes in October. One, for site concrete repairs, will cover Foegley's installation and furnishing tree grates. The second change covers the drilling in place of irrigation sleeves, which is a backcharge to Robert Henry Corporation. The two changes total an increase of \$17,015.00, and the contract now totals \$703,654.00.

Owner allowed overtime will increase the contract with Gough by \$17,025.30. With this change, Gough's contract will total \$4,315,054.12.

Herrman & Goetz had two changes: owner allowed overtime and electrical modifications for lights inside the Main Library building. Together, the changes total an increase of \$6,211.00 to Herrman & Goetz's contract for the project; the contract now totals \$4,111,152.75.

Owner allowed overtime increased the contract with Indiana Earth \$804.00. The contract will now total \$512,249.85.

Larson Danielson had two changes in October, for the extension of rental of barricade enclosures and the replacement of a door and jamb inside Main Library. The changes will increase the contract \$7,349.00 to total \$2,334,428.82.

The Change Order for the contract with Mechanical Concepts, an increase of \$11,433.00, covers time and material work and the change in return grilles and wainscoting in the ballroom of the Community Learning Center. With this Change Order, the contract with Mechanical Concepts now totals \$3,274,705.57.

Robert Henry Corporation's contract had four changes, totaling an increase of \$7,036.00. These changes include the backcharge credit, concrete in the book sorter room, and a credit for unnecessary concrete in a fence. Robert Henry Corporation's contract will total \$1,207,467.00 with the changes.

Schindler Elevator's contract for the Main Library space has a Change Order to cover a freight elevator alternate, at a cost of \$2,775.00, for a new total of \$163,510.00.

The cost of the Change Order from Structural Steel Services was billed against the contract's allowance. The changes include the stage stairs and steel modifications directed by Bulley & Andrews. The contract's total remains \$2,054,436.00.

Changes to the courtyard fence details will decrease the contract with Ziolkowski Construction by \$2,347.00. Ziolkowski's contract now totals \$3,243,063.00.

The Change Orders for October 2021 total an increase of \$67,301.30 in the contracts.

Mr. Feldbaum moved to approve the Change Orders with E.J. White; Foegley Landscape; Gough, Inc.; Herrman & Goetz; Indiana Earth; Larson Danielson; Mechanical Concepts; Robert Henry Corporation; Schindler Elevator Corporation; Structural Steel Services; and Ziolkowski Construction. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr.

Wibbens – 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)



Agenda Item #9b – 2021 LIRF Appropriations Reduction

Mr. Rensberger moved that the Board resolve to reduce the 2021 Library Improvement Fund (LIRF) appropriations by \$1,500,000.00. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Resolution to Reduce  
Appropriations for 2021 Budget  
(See below)

Agenda Item #9c – Library Fund Transfer

Mr. Wibbens moved that the Board resolve to transfer \$1,800,000.00 from the Library General Fund to the Rainy Day Fund. 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; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Resolution to Transfer  
Funds to the Rainy Day Budget  
(See below)

Agenda Item #9d – 2022 Budget and Levy

With the absence of Dr. Curtis, Ms. Pochert-Ringle asked the Board for nominations for Acting Secretary to attest on documents. Mr. Feldbaum nominated Mr. Wibbens, and Mr. Rensberger seconded the nomination.

Mr. Rensberger moved to close nominations. Mr. Feldbaum seconded. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

Ms. Pochert-Ringle polled the Board on the election of Mr. Wibbens as Acting Secretary for the meeting: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye.

Mr. Wibbens moved that the Board resolve to adopt the proposed 2022 Budget and Levy. Mr. Feldbaum seconded the motion. Ms. Pochert-Ringle asked the Board for further discussion then polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Ordinance or  
Resolution for Appropriations  
And Tax Rates  
(See below)

Agenda Item #9e – USI Insurance Services 2022 Health Insurance Renewal Presentation

Mr. Feldbaum moved to accept USI’s recommendations and renew the health insurance plan for 2022. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board for the vote: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Letter from  
Mr. Donald Newman  
RE: 2022 Annual Renewal of the  
Group Health, Prescription Drug,  
Life/AD&D, LTD, Vision and Dental  
Insurance Plan of Benefits  
(See below)

Agenda Item #9f – Public Service Policy Change – Meeting Room Policies

The changes to the meeting room policies are mostly related to language and clarification of the use of the meeting rooms. In his review, Mr. Masters suggests changing “client” to “user” throughout the documents, as well as specifying that users must use a caterer with bartenders with current alcoholic beverage permits at any event serving alcohol. Caterers must also have social host and liquor liability insurance.

Ms. Rosen moved to approve the Meeting Room Policies with Mr. Masters’s recommended changes. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Lisa O’Brien  
Re: Public Service Policy Change –  
Meeting Room Policies  
(See below)

Agenda Item #9g – Public Service Policy Changes – New Library Card Types and Fine Free Service & Local and Family History Changes

Mr. Rensberger moved to approve the proposed Public Service Policies on new Library card types and Local and Family History changes, with the exception of the proposed fees. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – 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 and Fine Free  
(See below)

Agenda Item #9h – Employee Handbook Changes

The changes to the Employee Handbook include clarifications about remote work for part-time employees, Library hours surrounding certain holidays, and educational assistance for employees.

Ms. Rosen made a motion to approve the proposed changes to the Employee Handbook as presented. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Sarah Hill and Kara Yeomans  
RE: 2022 Employee Handbook  
Update Proposal  
(See below)

Agenda Item #9i – Design Services Proposal from Arkos

Ms. Rosen moved to approve the Design Services Proposal from Arkos Design to add study rooms at Western Branch. Mr. Rensberger 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; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Letter of Proposal

RE: Western Branch –  
Study Rooms  
(See below)



Agenda Item #9j – Library Board Acceptance of \$26,050 ARPA Grant Award

Ms. Carlin moved to authorize the Director to sign the grant contract for Changing Spaces project to accept the \$26,050 ARPA Grant Award to create outdoor gathering space. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – 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  
\$26,050 ARPA grant award  
(See below)

SPREAD of Resolution to  
Authorize Director Signature on  
Grant Documents  
(See below)

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

Mr. Feldbaum moved that the Board resolve 20,788 items excess withdrawn Library materials be sold to the Friends of the Library for \$1.00 and to declare withdrawn Computer Equipment as excess. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of September 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 visitors 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 October 25, 2021, at 5:00 p.m. or immediately following the regular monthly open meeting** via Zoom 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 November 22, 2021, 4:15 p.m.** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, 305 S. Michigan Street, South Bend IN 46601.

**Library Board Closed Executive Session, Monday November 22, 2021, at 5:00 p.m. or immediately following the regular monthly open meeting** via Zoom 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, 4:15 p.m.** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, 305 S. Michigan Street, South Bend IN 46601.

**Library Board Meeting, Monday January 24, 2022, 4:15 p.m.** St. Joseph County Public Library Community Learning Center, 2<sup>nd</sup> floor, 305 S. Michigan Street, South Bend IN 46601.

Agenda Item #14 – Adjournment

With no further business, Ms. Pochert-Ringle asked the Board for a motion to adjourn. Mr. Feldbaum moved that the Board adjourn. Mr. Wibbens 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; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – 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 5:22 p.m.

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Christine Pochert-Ringle, President

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Ann Rosen, Vice-President

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Marvin Curtis, Secretary

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Sally Carlin, Member

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Alan B. Feldbaum, Member

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Terry R. Rensberger, Member

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John Wibbens, Member