

St. Joseph County Public Library
Library Board Meeting
Monday, October 23, 2017

Agenda Item #1 - Call to order

The St. Joseph County Public Library Board met on Monday, October 23, 2017, in the Presentation Room of the Main Library, 304 South Main Street, South Bend, Indiana 46601, 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. August Freda, President, and the minutes of the meeting were recorded by Ms. Sigrid Schuchard, Assistant to the Director.

Agenda Item #2 - Determination of a quorum

Mr. Freda conducted the meeting and Members of the Board were shown to be present as follows: Mr. August Freda, President; Mr. Alan Feldbaum, Vice President; Ms. Christine Pochert-Ringle, Secretary; Mr. Melvin Holmes, Mr. Terry Rensberger, and Ms. Ann Rosen, Members.

At 4:15 p.m., Mr. Freda 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 Service; Ms. Nancy Korpai, Chief Financial Officer and Treasurer to the Library; Ms. Consuelo Nicely, Human Resources Officer; and Ms. Sarah Hill, Director of Technology and Collections.

Mr. Jim Masters, Attorney for the Library, and Ms. Margaret Fosmoe, Reporter for *The South Bend Tribune*, were also in attendance.

Agenda Item #3 - Library Board Minutes of the Library Board meetings held September 25, 2017.

Mr. Freda asked for any corrections, additions, or deletions to the minutes of the last Library Board Meeting. Mr. Rensberger moved the minutes of the Library Board meeting held on September 25, 2017 be accepted as presented. Ms. Pochert-Ringle seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously by all Board members present.

Agenda Item #4. - Director's Report.

September turned out to be a slow month in circulation with an overall 7% decline, although there were some bright spots. Adult non-fiction at Main showed an increase for the first time in many months, which could be a result of early efforts to build the core collection. Children's fiction and non-fiction also showed increases at Main and River Park.

Overall, computer station use increased and WiFi use nearly doubled, indicating use of library technology is still going strong.

Last month, SJ CPL did 125 outreach programs attended by over 6,000 people. The average attendance per program in September was 32 compared to 25 in 2016.

Meeting room use also continues to climb. Rooms were used 294 times in September – 80 more than the previous year.

In the third quarter expenditures comparison, SJ CPL has been able to achieve a flat level of spending compared to 2016.

A few items to note:

Personnel costs are down an overall 1%, which mirrors spending as a whole. Part of that is due to the fact that there have been several vacancies this year, which have taken some time to fill. As those positions come online, overall personnel expenses should rise a bit.

The consulting services line has increased from 2016, mostly due to the work with KBA, but that's well within budget.

E-resources expenditures are up for the year, as is advertising and printing, but that's been expected with increased efforts in these areas.

Gas costs are up by 48% and with a projected rate increase for 2018, that's an area to be closely monitored.

There are several retrooled spaces in the works around the Main Library.

In the plaza, three bistro tables with chairs and umbrellas were added in late summer. Everything is movable and even though the plaza is really an island right now, people are finding the new seating.

Originally slated for the renovated Main Library as a way to engage the community in various art and culture efforts, smARTbox will kick off in November. Part of the Circulation workroom next to the Return area will morph into an interactive space for a variety of community engagement ideas. Customer Service is heading this project.

Ms. Coleman's vacant office on the first floor near the Reference Desk will be used for a tutoring/collaboration/study room.

The central office in Youth Services will also be opened up as a public space in November. This space can flex to be used for tutoring or small programs.

Library staff is excited about the possibilities for using all of these spaces. It is an excellent way to optimize current spaces for multiple purposes.

Ms. Pochert-Ringle moved the Director's Report be approved as presented. Mr. Holmes seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously by all Board members present.

Agenda Item #5. - Library Bill List for October 23, 2017.

Mr. Rensberger moved the Board authorize payment of the bills of October 23, 2017 as submitted to the Board. Ms. Rosen seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Library Bill List for October 23, 2017
(See next page.)

SPREAD of Library Bill List for October 23, 2017
(See below.)

Agenda Item #6. - Personnel Changes:

Ms. Pochert-Ringle moved the Personnel Changes and the retirement gift be approved as presented. Mr. Holmes seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Personnel Changes
October 23, 2017
(See below.)

Agenda Item #7 - Reports of Special Library Board Committees.

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

Agenda Item #8. - Unfinished Business:

Agenda Item #8a. - 2018 Budget and Levy: Library Board resolution to adopt the proposed 2018 Budget and Levy.

Ms. Korpall explained the signing and adopting of the proposed 2018 Budget and Levy. She went briefly over her budget reports.

Mr. Feldman moved to be it resolved by the St. Joseph County Public Library Board that for the expenses of St. Joseph County Public Library for the year ending December 31, 2018 the sums specified under 8a in the Board packet are hereby appropriated and ordered set apart out of several funds named and for the purposes specified, subject to the laws governing the same. Such sums appropriated shall be held to include all expenditures authorized to be made during the year, unless we stipulate otherwise and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of SJ CPL, the property tax levies and property tax rates are included as specified. Budget Form 4-B for all funds shall be completed and submitted in the manner prescribed by the Department of Local Government Finance. This Resolution for Appropriations and Tax Rates is passed today by us the Library Board. Mr. Holmes seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD Resolution for Appropriations and Tax Rates
Dated October 23, 2017
(See next page.)

SPREAD of Resolution for Appropriations and Tax Rates
Dated October 23, 2017
(See below.)

Agenda Item #9. – New Business:

Agenda Item #9a. – New Avenues Employee Assistance Program Agreement for 2018: EAP Work-Life Agreement for Library Employees, effective January 1, 2018, submitted for Library Board approval.

Ms. Futa explained this agreement is identical to the agreement for 2017 the Board signed last year. It is still the same rate of \$3.40 per employee per month and qualifies employees and dependents for counseling services. In 2016, 9 employees and 1 dependent made use of the service with 49 visits, this year so far 6 employees and 1 dependent used the assistance program.

Mr. Feldbaum made a motion to approve the New Avenues Employee Assistance Program Agreement for 2018 as presented. Mr. Holmes seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of New Avenues Employee Assistance Program Agreement
Dated September 13, 2017
(see below.)

Agenda Item #9b. - Library Board Resolution to Declare Excess Withdrawn Library Materials:

- Materials sold to Friends of the St. Joseph County Public Library for their book sales for the sum of \$1.00. Excludes items selected by Library staff for Library sales and events.
- Computer equipment declared as excess.

Mr. Freda asked for a motion.

Ms. Pochert-Ringle made a motion to approve the resolution to declare 24,520 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. Ms. Rosen seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of October 2017 Material list
to be declared excess
(see below.)

SPREAD of October 2017 Computer Equipment
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

There were no visitors to come before the Board.

Agenda Item #12. - News & Education Items

At Centre Township in late September, about 15 volunteers planted a new garden just outside the front entrance. This four-season garden will feature native and drought tolerant plants with lots of perennials.

SJCPL is featuring 3 bestselling authors during the month of November. Open Book is headlined by Laura Numeroff ,(If you give a Mouse a Cookie, If You give a Moose a Muffin) on November 11.

On November 16, bestselling and award winning author, Maggie Stiefvater, who writes young adult fantasy and science fiction titles, will appear at Main.

Elizabeth Berg returns on November 20 on the eve of her new fiction title, *The Story of Arthur Truluv*.

Ms. Futa introduced Charles Burnside, Manager of Security Services, who talked about some of his staff’s work with the unsheltered population in South Bend.

Item #13. - Next Library Board meeting dates to schedule:

Mr. Freda reminded Library Board members of the closed executive session immediately following as well as upcoming scheduled Library Board meetings:

Library Board Meeting, Monday November 27, 2017, 4:15 p.m. at the German Township Branch Library, 52807 Lynnewood Avenue, South Bend IN 46628 in the large meeting room.

Library Board Meeting, Monday December 18, 2017, 4:15 p.m. at the Main Library, 304 South Main Street, South Bend IN 46601 in the Presentation Room, 3rd Floor.

Library Board Meeting, Monday January 22, 2018. 4:15 p.m. at the Main Library, 304 South Main Street, South Bend IN 46601 in the Presentation Room, 3rd Floor.

Library Board Meeting, Monday February 26, 2017, 4:15 p.m. at the Main Library, 304 South Main Street, South Bend IN 46601 in the Presentation Room, 3rd Floor.

Agenda Item #14. - Adjournment

Mr. Freda asked for a motion to adjourn the meeting. Mr. Holmes moved the Library Board adjourn. Ms. Pochert-Ringle seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously by all Board members present. The Board meeting adjourned at 5:02 pm.

August R. Freda, Jr., President

Alan B. Feldbaum, Vice-President

Christine Pochert-Ringle, Secretary

Melvin L. Holmes, Member

Terry R. Rensberger, Member

Ann Rosen, Member