

Agenda Item #1 – Call to order

The St. Joseph County Public Library Board met on Monday, July 22, 2019, 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. Alan Feldbaum, President, and the minutes of the meeting were recorded by Ms. Rachel Yike, Executive Assistant.

Agenda Item #2 – Determination of a 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.

Dr. Curtis arrived at 4:32 p.m. Ms. Pochert-Ringle left the meeting at 5:33 p.m.

At 4:17 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. Nancy Korpala, Chief Financial Officer and Treasurer to the Library; Ms. Sarah Hill, Chief Resource Officer; Ms. Rona Plummer, Director of Branch Services; Ms. Lisa O'Brien, Director of Communications and Development; and Ms. Jennifer Henecke, Communications Specialist.

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 June 24, 2019

Mr. Feldbaum asked if there were any updates, corrections, or additions to the Board minutes of the June 2019 meeting. Ms. Pochert-Ringle moved to approve the minutes as presented. Mr. Freda seconded the motion. Mr. Feldbaum called for the vote. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

In June, overall circulation was down 6.2%, but circulation per hour was up because the Library was open 47 hours less than in 2018 during the month. Computer use, program numbers, and meeting room use are all up throughout the Library system.

In the Financial Report, the operating balance rose by \$1.3 million at the midyear, because of a combination of frugal spending and unexpected income. Personnel expenses are at a 3% increase midyear, partially due to an increase in insurance costs. However, the expenses are still well within the budget.

The Library continues to shift more of the Collection Development budget into e-resources, like e-books, and less into physical copies of items. This trend will continue until Main reopens after renovation, since the Library will have less space to house items. However, the Library plans to budget for a large Opening Day Collection, with lots of new materials for the reopening of Main.

Ms. Rosen moved to approve the Director's Report. Ms. Pochert-Ringle seconded the motion. Mr. Feldbaum asked for any further discussion. When there was none, he called for the vote. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List for July 22, 2019

Ms. Engel moved to approve payment on the items of the July 2019 Bill List. Mr. Rensberger seconded the motion. Mr. Feldbaum asked the Board for discussion. Hearing none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Library Bill
List for July 22, 2019
(See below)

Agenda Item #6 – Personnel Changes

Mr. Freda moved to approve the Personnel Changes. Ms. Engel seconded the motion. Mr. Feldbaum asked the Board for any discussion, then called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Human Resources
Changes – July 22, 2019
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No special Library Board Committee meetings were held during the previous month.

Agenda Item #8 – Unfinished Business

There was no unfinished business to come before the Board.

Agenda Item #9a – Strategic Plan Progress Report

Each year, the Library updates the Board on the activities of the Library under the Strategic Plan.

The Library's first goal is to grow and sustain readers. In 2018 there were 482 storytimes with over 19,000 people in attendance. A new initiative, 1000 Books before Kindergarten, began in 2018, with about 750 children enrolled in the program. The Library is working with Judge Chapleau to help families with children going through the court system understand what the Library can offer them. Bendable, the lifelong learning platform, is expected to launch in 2020. The Library's Collection Development department is working to evaluate and maintain collections on a system-wide basis, rather than having branches manage their own collections.

The Library's second goal, to gather, experience, and connect, mostly focuses on the Main Library project. This goal also includes experiences at each branch. The branches have the freedom to design their own experiences based on their own neighborhoods and what works well there. Francis Branch holds Maker Mondays, where patrons can stop in and do something creative. Centre has a Mad Scientist club that meets monthly, with STEAM programs. At Main Library, there is the smART box, with short-term exhibits for patrons to discover.

The third goal, to guide the digital journey, includes Studio 304, with the ability to help patrons with digitization skills, videography, painting, vlogging, Photoshop, and other creative tools. Tech Tuesdays have gone into the community, at McKinley and Muessel Schools, offering drop-in tech help. The Library has also increased its Internet bandwidth throughout the branches.

To accomplish the fourth goal, to make it easy to use the Library, the Library is using a new meeting room management software in anticipation of having more spaces at the end of the Main Library projects. There are two Library teams working on the OFBYFORALL projects; one team is working with the area's LatinX community, while the other is working with the African-American community. The Library has added new digital offerings for patrons, including the Washington Post and the Kanopy movie database. In addition, the Library has done lots of outreach throughout the community.

Mr. Rensberger moved to accept the Strategic Plan Progress Report as presented. Ms. Rosen seconded the motion. Mr. Feldbaum asked for any further discussion. Hearing none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Deb Futa
RE: Strategic Plan
Progress & Activities
2020 Planning
(See next page)

SPREAD of Memo from
Deb Futa
RE: Strategic Plan
Progress & Activities
2020 Planning
(See below)

Agenda Item #9b – 2020 Budget Planning

Ms. Korpall explained that the 2020 budget is always designed with the maximum tax levy. For 2020, the budget can only increase by 3.5%, which represents the average growth quotient in Indiana. For 2020, the Library expects increases in FICA, PERF, e-resources, moving, and consulting costs.

If the Board approves the current Budget Plan, Ms. Korpall will move forward with using the figures in order to create the forms for the Budget.

Ms. Pochert-Ringle made a motion to accept the projected Budget for 2020 as presented. Ms. Engel seconded the motion. Mr. Feldbaum asked the Board for discussion. When there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Nancy Korpall
RE: 2020 Budget Year
Projections
(See below)

Agenda Item #9c – Lease with SBCSC for Brown School

Ms. Engel moved to table discussion of the Lease with SBCSC for Brown School. Mr. Rensberger seconded the motion. Mr. Feldbaum called for the vote. The motion carried unanimously by all Board members present.

Agenda Item #9d – Proposal for Furnishings and Equipment Services for Main Library Renovation and Construction Project

Furnishings are not a part of the base price for a construction project. Arkos Design, a local firm, has provided the Library with a proposal for the furnishings. If this proposal is approved, Arkos will document existing furniture, put out items for bids, and manage this aspect of the project.

Mr. Freda moved to approve the Proposal for Furnishing and Equipment Services for Main Library Renovation and Construction Project from Arkos Design. Dr. Curtis seconded the motion. Mr. Feldbaum asked for any further discussion. Hearing none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Letter to
Deb Futa from Arkos Design
RE: Furniture Services for the
Main Library Renovation &
Addition
(See next page)

SPREAD of Letter to
Deb Futa from Arkos Design
RE: Furniture Services for the
Main Library Renovation &
Addition
(See below)

Agenda Item #9e – Proposal for Lower Level Design Services for Staffing Areas

Upon returning to Main, the Library plans to move most of the staff spaces to the Lower Level of the building. Before construction begins, existing staff workstations will be moved to the Humphreys Room and covered in order to protect them from damage that may occur during construction. Approving this proposal allows Arkos to begin working on this piece of the project.

Dr. Curtis moved to accept the Proposal for Lower Level Design Services for staffing areas from Arkos Design. Ms. Rosen seconded the motion. Mr. Feldbaum asked the Board for discussion. When there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Letter to
Deb Futa from Arkos Design
RE: Lower Level Renovation
(See below)

Agenda Item #9f – Real Estate Purchase Agreement with South Bend Redevelopment Commission

Ms. Pochert-Ringle moved that the Board ratify the real estate purchase agreement with the South Bend Redevelopment Commission. Dr. Curtis seconded the motion. Mr. Feldbaum asked for any further discussion, then called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Real Estate
Purchase Agreement
Between the City of South Bend
and St. Joseph County Public Library
(See below)

Agenda Item #9g – Library Resolution to Declare Excess Furnishings and Equipment for Sale

This list is ahead of the Library's first sale in preparation for the move, and the Library anticipates holding more sales as the move date approaches. The first sale of these items will be held on July 27, 2019.

Ms. Engel moved to declare excess furnishings and equipment for sale and the date of the sale for July 27, 2019. Ms. Rosen seconded the motion. Mr. Feldbaum asked the Board for discussion. When there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Nancy Korpai
RE: Declared Excess Furniture
and Equipment
(See below)

Agenda Item #9h – Recommended Changes to Library Hours of Operation

The proposed changes allow the Library to try different hours and may help the Library make changes to branch hours after the Main Library reopens after construction. The planned branch at Keller Park would open and close earlier than other branches.

Dr. Curtis made a motion to accept the recommended changes to the Library hours of operation. Mr. Freda seconded the motion. Mr. Feldbaum asked for any further discussion, then called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Deb Futa
RE: Recommendation for
Library Hours Changes
(See below)

Agenda Item #9i – SJCPL Staff Development Day

Mr. Freda moved to authorize the Board to close all Library facilities on Thursday, September 26, 2019 for the annual Staff Development Day. Ms. Rosen seconded the motion. Mr. Feldbaum called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Lisa O'Brien
RE: Board Approval
Requested for Staff Day 2019
(See below)

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

Mr. Rensberger moved that the Board approve the resolution to declare 5,539 items excess withdrawn Library material be sold to the Friends of the Library for \$1.00 and to declare withdrawn equipment as excess. Ms. Rosen seconded the motion. Mr. Feldbaum called for the vote. The motion carried unanimously by all Board members present.

SPREAD of June 2019 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 if there were any visitors who wished to address the Board. There were no members of the public present at 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 August 26, 2019, 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 September 23, 2019, 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 October 28, 2019, 4:15 p.m. at the Western Branch Library, 611 Lombardy Drive, South Bend IN 46619 in the public meeting room.

Library Board Meeting, Monday November 25, 2019, 4:15 p.m. at the Centre Township Branch Library, 1150 E Kern Road, South Bend IN 46614 in the large meeting room.

Library Board Meeting, Monday December 16, 2019, 4:15 p.m. at the Francis Branch Library, 52655 N Ironwood Road, South Bend IN 46635 in the large meeting room.

Agenda Item #14 – Adjournment

There being no further business, Mr. Feldbaum asked for a motion to adjourn the meeting. Dr. Curtis moved that the Board adjourn. Ms. Engel seconded the motion. Mr. Feldbaum called for the vote. The motion carried unanimously by all Board members present. The St. Joseph County Public Library Board adjourned at 5:38 p.m.

Alan B. Feldbaum, President

Christine Pochert-Ringle, Vice-President

Ann Rosen, Secretary

Marvin Curtis, Member

Michelle Engel, Member

August R. Freda, Jr., Member

Terry R. Rensberger, Member

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