

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, August 24, 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; Dr. Marvin Curtis, Ms. Michelle Engel, Mr. August Freda, and Mr. Terry Rensberger, Members.

Ms. Ann Rosen, Secretary, was absent from the meeting.

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. Trish Coleman, Chief Operating Officer for Public Services; Ms. Nancy Korpall, 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. Glenn Pierce, of Bulley & Andrews; Mr. Jeff Anglemeyer, of Arkos Design; and Mr. James A. Masters, Attorney for the Library, were also present at the meeting.

Agenda Item #3 – Library Board Minutes of the meeting held on July 27, 2020

Ms. Pochert-Ringle made a motion to approve the minutes of the July Library Board meeting as presented. Ms. Engel seconded the motion. Mr. Feldbaum asked the Board for any further discussion. Hearing none, he polled the Board on the motion: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Mr. Freda – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

The Library has recently signed a Focal Point Memorandum of Understanding with REAL Services, an agency that serves residents over the age of 60. The MOU outlines how the Library and REAL Services will collaborate to share information with the public.

Steel framing is going up in the Wayne Street corridor where the new technical center will be. Inside Main Library, walls are beginning to go up throughout the building, and the plumbing and sprinklers are being set up. In early September, the glass block windows in the building will be removed and replaced.

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

Agenda Item #5 – Library Bill List for August 24, 2020

Ms. Korpall noted that the Bill List is higher for this month because of the purchase of certificates of deposit. There has also been an increase in expenses from ordering materials following the Library's extended closure.

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

SPREAD of Library Bill  
List for August 24, 2020  
(See below)

Agenda Item #6 – Personnel Changes

The Personnel Changes for August include the layoffs of eighteen Materials Handlers, due to the current lack of work for them. Substitutes will now be assigned to a location, rather than float throughout the branches, in an effort to minimize exposure during the ongoing pandemic. Three of the Materials Handlers have been rehired as Substitutes.

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

SPREAD of Human Resources  
Changes – August 24, 2020  
(See next page)

SPREAD of Human Resources  
Changes – August 24, 2020  
(See below)

Agenda Item #7 – Reports of 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

At 9:00 a.m., on Friday, May 8, 2020, sealed bids were read at the St. Joseph County Public Library, Main Library, for the Main Library Addition and Renovation Bid Group 6 trades. Landscaping (6B), Elevator Renovation/Modification (6C), Security (6D), and Audio/Visual (6E) were awarded previously at a Board meeting. The bid for Millwork (6A) is still under review, and recommendations for that bid will be made at a later date. Bulley & Andrews recommends awarding the bid for Asphalt (6F) to Rieth-Riley.

Dr. Curtis made a motion to award the bid for Asphalt (6F) to Rieth-Riley. Ms. Engel seconded the motion. Mr. Feldbaum asked the Board for discussion, then polled the Board on the motion: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Mr. Freda – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Bid Results:

Bid Group 6

(See below)

Agenda Item #9 – New BusinessAgenda Item #9a – Change Orders for Main Library Project

The Change Order to the contract with Green Demolition covers revisions to demolition. The contract, awarded at \$583,600.00, will decrease by \$10,600.00 for a new total of \$573,000.00.

Because of unexpected foundations from several old buildings found on the site, the Change Order with Indiana Earth will increase the contract by \$30,191.00, making the new total of the contract \$425,791.00.

The contract with Robert Henry Corporation, awarded at \$1,188,203.00 will increase by \$11,341.00 for pergola piers. The Change Order will change the contract's total to \$1,199,544.00.

The Change Order with Mechanical Concepts, a decrease of \$11,585.00, is due to a change in the radiant floor system in the wing that will connect the Main Library to the new building. The contract, awarded at \$2,906,000.00, will now total \$2,898,725.00.

The Change Order with Structural Steel Services, which increases the contract by \$2,000.00, covers changes in the elevator shaft. The contract, awarded at \$1,947,900.00, will now total \$1,949,900.00.

Rather than purchase premade sound booths for Studio 304, which were more costly, Gough, Inc. will construct them. The Change Order to cover the cost of the sound booths increases the contract by \$91,646.00, making the new total of the contract \$4,271,922.00.

The Change Order to the contract with Herrmann & Goetz, for miscellaneous changes, will increase the contract by \$4,285.00. The contract's new total will be \$3,723,929.00.

The contract with Precision Wall Systems will increase by \$72,021.00 to cover the replacement of all windows on the third floor of the Main Library, which were damaged and had evidence of prior leaks. The contract will now total \$3,728,214.00.

The Change Orders for the contract with Ziolkowski Construction include an increase of \$507.00 to the contract, which was awarded at \$3,090,000.00. The contract will now total \$3,090,507.00. These changes cover the addition of doors in some spaces.

The contract with Larson Danielson will also change because of the addition of doors. The Change Order will increase the contract by \$8,074.00, creating a new total of \$2,140,313.00.

Combined, the Change Orders for August total an increase of \$197,880.00. None of the Change Orders result in an increase of 20% in the contracts.

Ms. Engel moved to approve the Change Orders to the contracts with Green Demolition; Indiana Earth; Robert Henry Corporation; Mechanical Concepts; Structural Steel Services; Gough, Inc.; Herrmann & Goetz; Precision Wall Systems; Ziolkowski Construction; and Larson Danielson for the Main Library Project. Mr. Freda seconded the motion. Mr. Feldbaum asked the Board for any further discussion. When there was none, he polled the Board for the vote on the motion: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Mr. Freda – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – 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 next page)

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)



SPREAD of AIA Document G701:  
Change Order  
RE: SJCPL Main Library  
Addition and Renovation  
(See below)

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Change Order  
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Addition and Renovation  
(See below)

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Change Order  
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Addition and Renovation  
(See below)

SPREAD of AIA Document G701:  
Change Order  
RE: SJCPL Main Library  
Addition and Renovation  
(See below)



Agenda Item #9b – Resolution to Increase Construction Budget for Main Library

There have been unforeseen changes during construction, which has made additional funds for the construction budget necessary. The resolution will cover the amount needed for upcoming changes to the project, and the Library does not expect to increase the budget for the project any further.

Dr. Curtis moved that the Library Board resolve to increase the construction budget for the Main Library Renovation and Expansion Project by \$1,250,000.00. Mr. Freda seconded the motion. Mr. Feldbaum asked the Board if there was any further discussion. When there was none, he polled the Board for the vote on the motion: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Mr. Freda – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Resolution Authorization  
Increase in Construction Budget:  
Main Library Renovation and  
Expansion Project  
(See next page)

SPREAD of Resolution Authorization  
Increase in Construction Budget:  
Main Library Renovation and  
Expansion Project  
(See below)

Agenda Item #9c – Strategic Plan Report

The Strategic Plan Report is a look back at the Library over the last year. The Report covers the partnerships built and formed through programs and services, as well as the shift to pivot to digital services following the outbreak of COVID-19. For 2021, the Library plans to continue growing and developing a hybrid service model of in-person and digital offerings.

The Library will continue to reconsider its physical spaces, including outdoor spaces, to safely serve people who need spaces for telemedicine, virtual court hearings, and e-learning. The digital presence of the Library will be maintained or increased through offerings like digital storytimes, book clubs, STEAM programs, and other ways to engage and entertain. The Library may step out of its traditional roles in order to help where there are needs in the community, such as certifying staff members to help with tax assistance in 2021.

In 2021, the Library will resume the next cycle of the Strategic Planning process.

Ms. Engel made a motion to approve the Strategic Plan Report as presented. Mr. Rensberger seconded the motion. Mr. Feldbaum asked the Board if they had any questions; hearing none, he polled the Board on the motion: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – Aye. Mr. Freda was absent from the meeting for the vote and so abstained. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Deb Futa  
RE: Strategic Plan  
Progress & Activities  
2021 Planning  
(See next page)

SPREAD of Memo from  
Deb Futa  
RE: Strategic Plan  
Progress & Activities  
2021 Planning  
(See below)

Agenda Item #9d – 2021 Budget Planning

Following the publication of the Notice to Taxpayers, in September, the Board will hold a Public Hearing for the budget, and the Board will adopt the budget in October.

The Operating Budget will decrease by 14% in order to appropriate \$5 million to the Library Improvement Reserve Fund, which will serve to fund more of the construction. Even with this change, Ms. Korpala believes there will be adequate funds in the Operating Budget for 2021.

The budget for cleaning supplies has been increased in order to accommodate sanitizing and cleaning the buildings more frequently due to the coronavirus.

Dr. Curtis moved that the Board authorize the publication of the Notice to Taxpayers to set a Public Hearing for Monday, September 21, 2020 and 2021 Budget Adoption for Monday, October 26, 2020. Ms. Engel seconded the motion. Mr. Feldbaum asked the Board for any further discussion then polled the Board on the motion: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Mr. Freda – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Notice to  
Taxpayers  
(See below)

Agenda Item #9e – Board Acceptance of Advancing Racial Equity Collection Development Grant

Ms. Engel moved to accept the Advancing Racial Equity Collection Development Grant from Indiana Humanities for \$999.00. Dr. Curtis seconded the motion. Mr. Feldbaum polled the Board on the motion: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Mr. Freda – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from  
Lisa O'Brien  
RE: Advancing Racial Equity  
Collection Development  
Grant Award  
(See below)

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

Mr. Freda moved that the Board approve the resolution to declare 3,767 items excess withdrawn Library material be sold to the Friends of the Library for \$1.00 and to declare excess withdrawn computer equipment as excess. Dr. Curtis seconded the motion. Mr. Feldbaum then polled the Board for the vote: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Mr. Freda – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present.

SPREAD of July 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 if there were any visitors who wished to address the Board. Mr. John Harlan spoke to the Board on the Library's response to the COVID-19 pandemic, demonstrating community solidarity through the Library's communication with the public throughout the pandemic.

Agenda item #12 – News & Education

There were no items to report.

Agenda Item #13 – Next Library Board Meeting Dates

**Library Board Meeting, Monday September 21, 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 October 26, 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 November 23, 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 December 21, 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

With no further business, Mr. Feldbaum asked for a motion to adjourn. Ms. Engel moved to adjourn the Board meeting. Dr. Curtis seconded the motion. Mr. Feldbaum polled the Board on the motion: Mr. Rensberger – Aye; Ms. Pochert-Ringle – Aye; Mr. Freda – Aye; Ms. Engel – Aye; Dr. Curtis – Aye; and Mr. Feldbaum – Aye. The motion carried unanimously by all Board members present. The St. Joseph County Public Library Board meeting adjourned at 5:16 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