

Agenda item #1 – Call to order

The St. Joseph County Public Library Board met on Monday, August 27, 2018, 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. Rachel Yike, Executive Assistant.

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; Ms. Michelle Engel, 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 Services; Ms. Nancy Korpai, Chief Financial Officer and Treasurer to the Library; Ms. Sarah Hill, Chief Resource Officer; Ms. Rona Plummer, Director of Branch Services; and Ms. Jennifer Henecke, Communications Specialist.

Mr. James A. Masters, Attorney for the Library, and Philip Faccenda, of Barnes & Thornburg, were also in attendance.

Agenda item #3 – Library Board Minutes of the meeting held on Monday, July 23, 2018

Mr. Freda asked for any corrections, additions, or deletions to the minutes of the last Library Board Meeting. Ms. Pochert-Ringle moved the minutes of the Library Board meeting held on July 23, 2018 be accepted as presented. Ms. Engel 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

July is one of the Library's busiest months of the year. The Library had been running a circulation deficit of 6-8%, which is down to just 1% this month. Once again, online database use, computer minutes used, Wi-fi use, and meeting room use were all up.

The Library received a gift of \$3,000.00 from the Community Foundation of St. Joseph County, which is also underwriting the Dolly Parton Reading Initiative.

Lisa O'Brien, Director of Communications and Development for the Library, has been selected to participate in the 2018-2019 Leadership class.

The FINRA grant will be closed out after being used to purchase materials on personal finance to add to the Library's collection.

The Library has begun to use a Restorative Justice pilot program at the Western Branch in an effort to deal with behavior issues from young patrons after school hours. The Western Branch was chosen due to the security guard's training in Restorative Justice through the South Bend Community School Corporation, and the Library's Head of Security has also completed training. If the Restorative Justice program is successful, it will be rolled out to all of the Library's locations.

The Library's first digital inclusion site is up and running at the Martin Luther King Center. Work has started in order to open the next digital inclusion site at the Charles Black Center.

Mr. Rensberger 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 August 27, 2018

Mr. Holmes moved the Board authorize payment of the bills of August 27, 2018 as submitted to the Board. Ms. Engel 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 August 27, 2018  
(See below)

Community Foundation of St. Joseph County Gift

Mr. Feldbaum moved the Board accept a \$25,000.00 gift from the Community Foundation of St. Joseph County. 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 Gift Log-July 2018  
(See below)

Agenda item #6 – Personnel Changes

Ms. Rosen moved the Personnel Changes be approved as presented. Mr. Rensberger seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously with all Board members present.

SPREAD of Personnel Changes  
(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 – Library Board Approval of Master Plan Work from RAMSA: Library Board approves concept for Main Library renovation and expansion projects.

Ms. Pochert-Ringle moved the Board approve the Master Plan work from RAMSA for the Main Library renovation and expansion projects. Mr. Holmes seconded the motion. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried unanimously with all Board members present.

SPREAD of Master Plan Work from RAMSA  
(See below)

Agenda item #9 – New Business

Agenda item #9a – Bond Resolution for 2018 Library Bonds: Library Board approval of Bond Resolution and related documents.

Ms. Futa introduced Mr. Philip Faccenda from Barnes & Thornburg to explain the Bond Resolution.

Mr. Faccenda told the Board that the Library is seeking \$5 million to use for the building of the Annex Building. In the event that the funds are not used on that, the remaining funds can be used for the renovation of the current Library building. The proceeds could also be used to make outdoor improvements, as well as the acquisition of equipment. It is written to be intentionally versatile with the funds. The agreement allows for a later \$15 million bond to be approved by the Board for the renovation of the Main Library at the end of 2018 into early 2019.

Ms. Futa clarified that at this Board Meeting, the Board was being asked to approve only the Bond Resolution; other information had been provided to the Board Members in order to prepare them for the future.

Mr. Faccenda told the Board that the Library was on the committee agenda for the St. Joseph County Council for the following day for a presentation to explain the anticipated projects, though there was no official action for the Council, in order to give the Council time to consider the Library's presentation. In October, there would be an official resolution on the committee agenda to approve the Resolution, allowing the Library to proceed with issuing bonds. The Library would have to publish an official notice stating their intention to issue bonds, with notice being published in the local newspaper.

Ms. Engel moved to approve the Bond Resolution and related documents. Mr. Holmes seconded. Mr. Freda asked for discussion. Since there was none, he called for the vote. The motion carried by all Board members present, with the exception of Mr. Feldbaum, who abstained from the vote.

SPREAD of Bond Resolution for 2018 Library Bonds  
(See next page)

SPREAD of Bond Resolution for 2018 Library Bonds  
(See below)

Agenda item #9b – Amendment to RAMSA Interim Agreement: Library Board approves amendment to authorize Schematic Design work

Ms. Engel moved to approve the amendment to authorize Schematic Design work from RAMSA. Mr. Holmes seconded the motion. Mr. Freda asked for discussion. As there was none, he called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Memo to Ms. Debra Futa  
From RAMSA  
(See below)



Agenda item #9c – Authorization to Publish 2019 Budget and Levy: Library Board authorization to publish Notice to Taxpayers to set the Public Hearing for Monday, September 24, 2018 and 2019 Budget Adoption for Monday, October 22, 2018

Mr. Rensberger moved the Board authorize to publish Notice to Taxpayers to set the Public Hearing for Monday, September 24, 2018 and 2019 Budget Adoption for Monday, October 22, 2018. Ms. Engel seconded the motion. Mr. Freda asked for discussion. Since there was none, Mr. Freda called for the vote. The motion carried unanimously by all Board members present.

SPREAD of Notice to Taxpayers  
(See below)

Agenda item #9d – Library Board Resolution Authorizing Electronic Funds Transfer Library Board approval of Resolution to transact business using electronic funds transfer

Mr. Feldbaum moved the Board approve the Resolution to transact business using electronic funds transfer. Mr. Rensberger 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 Board Resolution Authorizing Electronic Funds Transfer  
(See below)

Agenda item #9e – Public Service Policy Changes: Library Board consideration of Public Service Policy changes.

Ms. Futa explained the local author donation policy was to be more inclusive to local authors who have self-published works. The updated policy would allow the Library to accept donations by all local authors. However, the Library would still determine whether the work would be suitable for the Library collection. The second public policy would add official hours to the Library Plaza, mirroring the hours of City parks, in order to work with Downtown South Bend to monitor the Plaza.

Ms. Pochert-Ringle motioned the Board approve to the Public Service Policy changes. Ms. Engel 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 Memo from Sarah Hill, Trish Coleman, and Dave Heidt  
Re: Public Service Manual Change, Local Author Collection Policy  
(See below)

Agenda item #9f – Employee Handbook Proposed Changes: Library Board consideration of changes to the Employee Handbook.

Mr. Feldbaum motioned the Board approve the proposed changes to the Employee Handbook. 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.

SPREAD of Memo from Sarah Hill

Re: Proposed Changes to Employee Handbook of Policies & Procedures  
(See below)

Agenda item #9g – Library Board Resolution to Declare Excess Withdraw Library Materials

- Materials sold to the 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 8,904 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. Engel seconded the motion. Mr. Freda asked for discussion. The motion carried unanimously by all Board members present.

SPREAD of July 2018 Library Material and  
Computer equipment to be declared excess  
(See below)

Agenda item #10 – Other Business

Mr. Freda offered a resolution to commend Ms. Futa and Library staff on the progress that had been made on the project to renovate and expand the Main Library. Mr. Rensberger moved to commend Ms. Futa and the staff for their work. Ms. Pochert-Ringle seconded the motion. Mr. Freda asked for any discussion. As there was no discussion, he called for the vote. The motion carried unanimously by all Board members present.

There was no other business to come before the Board.

Agenda item #11 – Hearing of Visitors

Mr. Freda asked if any visitors wished to address the Library Board. There were no visitors.

Agenda item #12 – News & Education Items

Ms. Futa shared with the Board that she had received news that the Library had won the Indiana Library Federation 2018 Programming Award for the year. In addition, Mardy Grzegorek won the 2018 Outstanding Library Staff Award for her work with the Friends of the Library and the community, and Sandy Francoeur won the Indiana Library Federation's Indiana Library Read Aloud Champion Award for 2018. The awards banquet was scheduled for Tuesday, November 13, 2018.

Agenda item #13 – Next Library Board meetings dates to schedule

Library Board Meeting, Monday September 24, 2018, at 4:15 p.m. at the Main Library, 304 South Main Street, South Bend, IN 46601 in the Presentation Room, 3<sup>rd</sup> Floor.

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

Library Board Meeting, Monday November 26, 2018, at 4:15 p.m. at the Main Library, 304 South Main Street, South Bend, IN 46601 in the Presentation Room, 3<sup>rd</sup> Floor.

Library Board Meeting, Monday December 17, 2018 at 4:15 p.m. at the Main Library, 304 South Main Street, South Bend, IN 46601 in the Presentation Room, 3<sup>rd</sup> Floor.

Agenda item #14 – Adjournment

Mr. Freda asked for a motion to adjourn the meeting. Ms. Engel moved the Library Board adjourn. Mr. Rensberger 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 5:11 p.m (Eastern Standard Time).

August R. Freda, Jr., President

Alan B. Feldbaum, Vice-President

Christine Pochert-Ringle, Secretary

Michelle Engel, Member

Melvin L. Holmes, Member

Terry R. Rensberger, Member

Ann Rosen, Member

This Page intentionally  
left blank