St. Joseph County Public Library
Library Board Meeting
October 22, 2018

Agenda item #1 – Call to order

The St. Joseph County Public Library Board met on Monday, October 22, 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 to 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; Ms. Christine Pochert-Ringle, Secretary; Mr. Melvin Holmes, Mr. Terry Rensberger, and Ms. Ann Rosen, Members.

Mr. Alan Feldbaum, Vice President, and Ms. Michelle Engel, Member, were absent from the meeting.

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. Trish Coleman, Chief Operating Officer for Public Services; Ms. Nancy Korpal, Chief Financial Officer and Treasurer to the Library; Ms. Sarah Hill, Chief Resource Officer; Ms. Lisa O'Brien, Director of Communications and Development; Ms. Rona Plummer, Director of Branch Services; and Ms. Jennifer Henecke, Communications Specialist.

Mr. James A. Masters, Attorney for the Library, was also in attendance.

Ms. Debra Futa, Executive Director, and Mr. Philip Faccenda, of Barnes & Thornburg, arrived at the Board Meeting at 4:30 p.m.

Agenda item #3 – Library Board Minutes of the meeting held on Monday, September 24, 2018

Mr. Freda asked for any updates, changes, 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 September 24, 2018 be accepted as presented. Mr. Holmes seconded the motion. Mr. Freda asked for discussion. As there was none, he called for the vote. The vote carried unanimously by all Board Members present.

Agenda item #4 – Director's Report

The Youth Services Department was chosen for the Great Stories Club, through the American Library Association. The program is a way to reach underserved youth, partnering libraries with other organizations. The Library will partner with the county Juvenile Justice Center. There will be a book club discussion format for these meetings, meeting three or four times in the next year, and the books chosen are centered on the theme of empathy.

The Youth Services Department recently partnered with the St. Joseph County Parks Department to create outdoor StoryWalks, with one currently ongoing at the St. Patrick's Park. The County Parks Department has also reached out to the Youth Services Department to further discuss the program with a group of naturalists at a conference in the spring at the Century Center.

At the beginning of October, Rick Wartzman, of the Drucker Institute and author of the book *The End of Loyalty*, visited the Main Library for a book talk on his book. The talk was received well, with most of the attendees asking Wartzman questions on the topic of his book and his findings about employee loyalty.

Ms. Korpal gave the Board a summary of the fund report with investments, as well as the appropriation reports. While the appropriation report currently shows some negative numbers, in December, the Library would balance the budget lines in order to offset any of the negative balances.

Mr. Holmes moved the Director's Report 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 by all Board Members present.

Agenda item #5 – Library Bill List for October 22, 2018

Ms. Korpal pointed out that on the bill list for October, there were two large payments to Lake City Bank. These expenditures were for the purchase of investments; the Library had to write a check in order to make those purchases, which increased the bill list's overall total.

Ms. Pochert-Ringle moved that the Board authorize payment of the bills of October 22, 2018 as submitted to the Board. Mr. Holmes seconded the motion. Mr. Freda asked for discussion. There was no discussion, so Mr. Freda called for the vote. The motion carried unanimously by all Board Members present.

SPREAD of Library Bill List for October 22, 2018
(See next page)

SPREAD of Library Bill List for October 22, 2018
(See below)

Agenda item #6 – Personnel Changes

Mr. Freda asked for a motion to approve the Personnel Changes. Mr. Holmes moved that the Personnel Changes be approved as presented. Ms. Rosen seconded the motion. Mr. Freda asked for discussion. Since there was no discussion, he called for the vote. The motion carried unanimously by all Board Members present.

SPREAD of Human Resource Changes-October 22, 2018
(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 – 2019 Budget and Levy: Library Board resolution to adopt the proposed 2019 Budget and Levy

Ms. Futa reminded the Board that this was the third meeting about the Budget for 2019. The first meeting allowed for an explanation of the Budget, while the second meeting included the Public Hearing on the Budget. At this meeting, the Board would adopt the proposed Budget.

Ms. Pochert-Ringle moved the Board resolve to adopt the proposed 2019 Budget and Levy. 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 Ordinance or
Resolution for Appropriations and Tax Rates
(See next page)

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

Agenda item #9 – New Business

Agenda item #9a – New Avenues Employee Assistance Program Agreement for 2019: EAP Work-Life Agreement for Library Employees, effective January 1, 2019, submitted for Library Board approval.

Mr. Freda asked for a motion to approve the agreement. Mr. Holmes moved that the Board approve the EAP Work-Life Agreement for Library Employees, effective January 1, 2019. Ms. Pochert-Ringle seconded the motion. Mr. Freda asked for any further discussion. As there was none, he called for the vote. The motion carried unanimously by all Board Members present.

SPREAD of New Avenues Contract for
St. Joseph County Public Library
Employee Assistance Program (EAP)
(See below)

Agenda item #9b – SJCPL Health, Dental and Vision Insurance Plans and Rates for 2019: Library Board review and adoption of insurance rates effective January 1, 2019.

Mr. Freda announced that discussion on the Board's review and adoption of insurance rates effective January 1, 2019 would be tabled until the next Library Board meeting.

Agenda item #9c – Library Board Resolution to Declare Excess Withdrawn Library Materials

Ms. Pochert-Ringle made a motion to approve the resolution to declare 13,460 items excess withdrawn Library materials to be sold to the Friends of the Library for the sum of $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 September 2018 Library Material and
Computer Equipment to be declared excess
(See below)

Agenda item #10 – Other Business

Mr. Freda informed the Board that he would distribute a form via email to all Board Members for the purpose of evaluating the Director. He asked that Board Members complete this form by November 19, 2018, in order to have the Director's evaluation prepared for the closed executive session on November 26, 2018.

Agenda item #11 – Hearing of Visitors

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

Agenda item #12 – News & Education Items

Mr. Ismail Egilmez, Technology Operations Manager, reported to the Board on the first digital inclusion site at the Martin Luther King, Jr. Center. The Library has partnered with the City of South Bend, which provides all the funding, while the Library provides the computers, setup, and staff training at the Center. The first site has received popular reception and feedback, and there are plans to open the next site at the Charles Black Center on October 30, 2018. The Library also has plans to do classes and training at the sites on various topics of interest, including resume writing and Microsoft Office.

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

Mr. Freda reminded the Board of the following upcoming meetings:

> Library Board Closed Executive Session, Monday October 22, 2018, immediately following the regular open Board Meeting at the Main Library, 304 South Main Street, South Bend IN 46601 in the Presentation Room, 3rd Floor for the discussion of purchase or lease of real property as provided by IC 5-14-1.5-6(b)(2)(D).
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> Closed Executive Session, Monday, November 26, 2018, immediately following the regular Board Meeting at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd floor, for the purpose of discussing the Director's performance evaluation as provided by IC 5-14-1.5-6.1(b)(9).
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> Library Board Meeting, Monday, December 17, 2018, at 4:15 p.m. at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd floor.
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> Closed Executive Session, Monday, December 17, 2018, immediately following the regular open Board Meeting at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Director's Conference Room, for the purpose of discussing the Director's performance evaluation as provided by IC 5-14-1.5-6.1(b)(9).
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> Library Board Meeting, Monday January 28, 2019, 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. Ms. Pochert-Ringle moved that 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 Library Board Meeting adjourned at 5:06 p.m. (Eastern Standard Time).

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August R. Freda, Jr., President	Alan B. Feldbaum, Vice-President
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Christine Pochert-Ringle, Secretary	Michelle Engel, Member
_____	_____
Melvin L. Holmes, Member	Terry R. Rensberger, Member
_____	
Ann Rosen, Member	