

West Lafayette Public Library Board

Board of Library Trustees Meeting Minutes for Wednesday, January 8, 2020

Board Members Present: Pat Garrott, Christiane Keck, Anastasia Krutulic, Mark Pugh, Martha Altschaeffl, John Meyer, Felicia Fosmire

Others present: Nick Schenkel, Scott Tracey, Jean Sullivan, Stuart Godfrey, krM Architects, Eric Lin, West Lafayette Public Library Foundation

Location: Library Board Room of the West Lafayette Public Library, 208 W. Columbia St., West Lafayette, IN 47906

1. A quorum was established and the meeting was called to order at 6:30 pm. The agenda was unanimously approved as presented.

2. The Consent Agenda, including the minutes from the regular board meeting on December 11, 2019, was approved. There was one abstention on approval of the minutes.

3. Treasurer's Report

A. Claims: Total claims for 11/14/2019 to 12/31/2019 of \$3,677,420.54 from the Operating Fund were approved. This total included Interbank transfers of \$3,030,000 to the Construction fund. Total claims for 1/1/2020 to 1/8/2020 of \$32,807.51 from the Operating fund were approved.

B. Income: Receipts for 12/1/2019 to 12/31/2019 were \$300,691.68. YTD Income was \$4,409,900.67 including the \$3,165,461.85 income from the bond sale and \$2,761.77 from voided old checks.

C. Expenses: Total expenses for 12/1/2019 – 12/31/2019 were \$104,437.39. A balance of \$98,360.47 remains leaving 8.5% of the budget for the year.

D. Bank Balances: The Bank Balance Report was presented with bank balances totaling \$4,498,392.51.

The PLAC rate was set at \$65 per year and the Nonresident Card Fee was set at \$40.

4. President's Report

No report was given.

5. Librarian's Report

Nick will begin listing names of all donors to the Library and the Library foundation each month.

6. Old Business

a. Committee Reports: Construction and Design Committees, kRM Architects

Construction Committee

6 proposals from construction managers have been received. Four construction managers will be interviewed the week of Jan. 20. The committee will have a recommendation for a construction manager at the Feb. 12, 2020 board meeting.

Design Committee

The Design Committee held a discussion with board members concerning the amount of meeting space needed in the remodeled library. A discussion was also held concerning the use of the basement or a third floor for additional meeting and programming space.

b. Parking Garage Automation Update

Progress is being made on the parking garage automation update. The updates should be completed by the next board meeting in February.

c. Basement Use Review

Currently the basement is being cleaned out. Old library furniture is in the basement and will be kept until the remodeled library is done to see if the furniture can be used.

7. New Business

a. Declaration of surplus items

The old study carrels in the basement were declared as surplus.

b. 2020 Salary Range

Nick reported that he will be assigning salaries to staff according to salary guidelines passed at the December 2019 Board meeting. He will conduct interviews with each staff member and report to the Board at the February meeting.

c. Request to serve wine

The board approved the serving of wine for the YWCA "Expressions" event to be held at the library.

8. Topics for Future Action and Discussion

Nick will bring a board policy each month to be reviewed by the board at its monthly meetings.

9. Comments from the Public

Adjournment

The meeting was adjourned at 8:05 pm.

The next Library Board Meeting will be held on Wednesday, February 12 at 6:30 pm. in the Library Board Meeting Room.

Patricia S. Garrett
Secretary