

West Lafayette Public Library Board

Board of Library Trustees Meeting Minutes for Wednesday, March 11, 2020

Board Members Present: Pat Garrott, Christiane Keck, Anastasia Krutulis, Martha Altschaeffl, John Meyer

Others present: Nick Schenkel, Scott Tracey, Jean Sullivan, Stuart, Godfrey, krM Architects, Tom Kerker, Wilhelm Construction Managers

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 6:33 pm. The agenda was unanimously approved as presented.

2. The Consent Agenda was unanimously accepted.

3. Treasurer's Report

A. Claims: Total claims for 02/13/2020 to 03/11/2020 of \$165,585.44 from the Operating Fund were approved. This total included claims for the Construction Fund and the Gifts and Memorial Fund.

?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. Appropriation Report: Total disbursements for 02/01/2020 – 02/29/2020 were \$78,186.77. A balance of \$1,029,952.84 remains leaving 86.3% of the budget for the year.

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

President's Report

No report was given.

5. Librarian's Report

Duke Energy has given a grant of \$5,000 to the Library for the purchase of children's books.

Allie Royal has been hired as the new Full-time Librarian for Customer Service.

Hygiene products will be offered in the library restrooms free of charge.

6. Old Business

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

Construction Committee

Nick is working with the library's attorney on finalizing the contract for Wilhelm to serve as Construction Manager for the library expansion.

Design Committee

The latest version of the design for the library expansion was presented by Stuart Godfrey from krM Architects.

b. Parking Garage Automation Update

The parking garage security system will go live on Wednesday, March 18, 2020.

7. New Business

a. 2020 Salaries Updated for March 2020

Nick presented the salaries for Library Staff as of March 2020. The board approved the salaries as presented. The board also approved salary increases for Nick and Scott going forward.

b. Policy Review – Long Range Plan

The Long Range Plan for the library was sent by email to all board members. Board members are to review the plan which will be discussed at April 2020 board meeting.

c. Scheduling Board Meetings more often through 2020

An interim board meeting will be scheduled every month on the fourth Wednesday at 6:30 pm in the Library Board Room. If the interim is not needed in a given month the meeting will be cancelled.

d. Coronavirus and Contingency Emergency Plan

Nick presented a Public Health Emergency Plan which was approved by the Board.

8. Topics for Future Action and Discussion

No topics for future discussion were presented.

9. Comments from the Public

Adjournment

The meeting was adjourned at 7:52 pm.

The next interim Library Board Meeting will be held on Wednesday, March 25, 2020 at 6:30 pm. in the Library Board Meeting Room.

The regularly scheduled Library Board Meeting will be held on Wednesday, April 8, 2020 at 6:30 pm in the Library Board Room

Patricia Garrett
Secretary