

West Lafayette Public Library
Board of Trustees Meeting Virtual Meeting
Wednesday, September 9, 2020

Members Present: Anastasia Krutulis, Christiane Keck, Pat Garrott, Mark Pugh, Martha Altschaeffl, Jim Knapp

Staff Present: Nick Schenkel, Scott Tracey

Guests Present: Zach Baiel, Felicia Fosmire

krM: Stuart Godfrey

Wilhelm Construction: Dan Fetz

Veridus Group: Marc Griffith

Foundation Representative: Jean Campbell

The meeting was called to order by Anastasia Krutulis at 6:31 pm.

1. Quorum

A quorum was established by roll call.

2. Library Minutes and Claims

Minutes from the June 10, 2020 and August 26, 2020 meetings were approved.

No action was taken on the claims until further notice.

3. Old business

a. Report from The Veridus Group, krM Architects and Wilhelm Construction

Veridus Group

Marc Griffith reported the Veridus Group has begun meeting with the utility companies for work on the project.

krM Architects

-The staff of krM Architects have met with the Area Plan Commission and the City Council and reviewed the new site plan. Both had a favorable review of the new plan.

-Stuart Godfrey from krM presented the revised floor plans after the elimination of the third floor. The basement in the new plan has no changes. With the elimination of the elevator the first and second floors have had small meeting rooms added.

Wilhelm Construction

Dan Fetz reported the GMP for the project will be completed by Nov. 18, 2020. A two to three month delay is then expected before Wilhelm mobilizes for construction. The project will be implemented in phases with a twelve to fourteen month construction duration.

3. RFID program for the Library

Scott Tracey has talked with Vision Ware, an RFID vendor, about implementing the RFID program at the library. Since the final bid is dependent upon when this program will be done at the library, the proposal for the program was not presented for final approval. A request for approval is expected when final figures have been determined.

4. New Business

a. 2021 Budgets hearing

Nick Schenkel reported the library is asking for the maximum amount allowed for the 2021 budget. The amounts of the various budget items:

Expenses	\$1,300,900
Debt Service	\$951,000
Rainy Day fund	\$75,900

There is no holdover money in the 2021 budget as there was in the 2020 budget because the 2012 bond will be paid at the end of 2020.

Total Budget for 2021 with the Operating, Bond, and Rainy Day Funds is \$2,327,800.

The final, more refined budget, will be presented for Library Board approval at the October 14, 2020 board meeting. The approved budget will then go to the Department of Local Government and Finance. The final 2021 budget will be known in Mid December 2020.

There were no comments from the public.

b. Public Purchases Policy for review and action

Mark and Nick are trying to establish a procedure for purchase limits for invoices for the construction project which do not have to be approved by the board so as to make the reimbursement process more nimble. It is hoped that a policy will be ready for approval by the next board meeting in October.

c. Board Member contact information

After some discussion, the Board members agreed that they do not want to have individual email addresses posted on the library website. It was decided that the library board acts as one and any comments can be filtered through Nick Schenkel, the Director.

5. Topics for future action and discussion

-RFID

-Public Purchases

-Memorandum of Understanding

There being no comments from the public, the meeting was adjourned at 7:08 p.m.

Next scheduled Library Board Meeting: Wednesday, October 14 at 6:30 p.m.

Patricia S. Garrett
Secretary