

**West Lafayette Public Library**

**Minutes for Board of Trustees Virtual Meeting**

**Wednesday, October 14, 2020**

**Members Present:** Anastasia Krutulis, Christianne Keck, Pat Garrott, Mark Pugh, Martha Altschaeffl, John Meyer

**Staff present:** Nick Schenkel, Scott Tracey

**krM Architects:** Stuart Godfrey

**Veridus:** Marc Griffith

**Friends/Foundation Representatives:** Jean Campbell, Zach, Beiel, Eric Lin

**1. Quorum**

A quorum was established via roll call.

**2. Library Minutes/and Claims/President's Report, and Librarian's Report**

The minutes from the September 9, 2020 meeting were approved.

Nick mentioned claims had been sent to board members via email.

**President's Report**

No report was given.

**Librarian's Report**

The hours for the library have been changed. They will be:

Tuesday 12 noon-6:00p.m.; Wednesday 12 noon -4 p.m.; Thursday 12 noon -4: p.m.; 12 noon -4:00 p.m.; Saturday 10 a.m.-4:00 p.m..

Curbside pick-up will be available from 4:00 p.m. – 6:00 p.m. each day the library is open.

The library will be closed on Sundays and Mondays.

Nick asked Eric Lin of the **West Lafayette Public Library Foundation Board** to speak about plans the Foundation is planning. **Three annual events are being planned.** They include:

**September 2021**

History of Librarians with the Launch of the Ava Dickey Award

**October 2022**

100<sup>th</sup> Anniversary Year Gala for the Library

**Year of 2023**

Grand Opening/ Open House for the Library Renovation

**3. Old Business**

a. Report from the Veridus Group, krM Architects, and Wilhelm construction

**Veridus Group**

Marc Griffith reported the bid documents are out. A Library building walk-through for bidders will be held on October 15, 2020 for potential bidders.

On October 21 the final design for the Library's Construction/Renovation will be presented to the Area Plan Commission for review and approval of the Library Leasing Corporation's and the Library's request for a Planned Development rezoning.

The bond sale will begin on Oct. 21 and will close on Nov. 12.

On Nov. 2 The West Lafayette City Council will be asked to approve/not approve the Library's and the Library Leasing Corporation's request for Planned Development rezoning after review of the Area Plan Commission's decision at their meeting on October 21.

On November 18 the Guaranteed Maximum Price for the renovation project will be determined and presented to the Library Board for approval.

**krM Architects**

Stuart Godfrey indicated the updated video including the redesign of the Construction/ Renovation Project is available on the library web site.

The bidding document has been completed. Addenda may have to be presented as questions arise from bidders.

On October 15 bidders can walk through the library.

Final plans for furniture design are underway.

b. RFID

Scott proposed the use of Vision Ware as the vendor for the tagging phase of the RFID. The cost will be \$22,176.00 for the RFID tags, conversion carts, rental fees, and onsite training. Pat Garrot moved and Mark Schwab seconded the motion to accept Scott's proposal. The motion carried 6-0.

**4. New Business**

a. 2021 Budgets Approval

The 2021 Budgets include:

Rainy Day Fund	\$75,900
General Fund	\$1,300,900
Debt Service Fund	\$951,000
<b>Total</b>	<b>\$2,327,800</b>

John Meyer moved and Christianne Keck seconded the motion to adopt the 2021 West Lafayette Public Library budget as presented. The motion passed with a 6-0 vote.

The 2021 library board budget process comes to its annual conclusion with the board's review and approval of the Library's Operating, Bond Redemption, and Rainy Day Funds.

The Library board approved budgets will be submitted to the Indiana State Department of Local government finance for review and final approval.

A notice of the approved 2021 budgets is expected in December 2020.

The 2021 and 2022 budget years will be of particular interest for two reasons:

- the remodeling/expansion and subsequent opening of the renovated West Lafayette Public Library building and
- the challenges presented because of the expected impact of the COVID 19 recession. Both local and state government experts have been stating that the 2021 budget cycle will see minor recession effects but the 2022 budget cycle will see significant budget reductions.

This gives the library staff and board the remainder of the 2020 and 2021 budget years to prepare for both the anticipated and exciting re-opening of the Library in it's remodeled and expanded facilities and the need to respond to the financial impact of the recession by the year 2022.

It is important to note that Bond Funds sold for the purpose of the remodeling/construction project and not to be used for annual operating costs The Library Board and administration need to keep both budgets not only separate but healthy in their own right.

b. Public Purchases Policy

The policy recommended for the board's approval :

- Approval of change orders/bills that amount to \$25,000 or less can be approved by the Library Board Director. The library director will report these approvals to the Owner's Committee weekly and to the Library board at the next library board meeting.

-Approval of change orders/bills that amount to over \$25,000 will require an affirmative vote of those present as a quorum of the Owner's Committee. These approvals will be reported to the Library board at the next library board meeting. (Note: a minimum of one library board member must be present and vote in favor of the change order/bill at the Owner's Committee that approves such change orders/bills.)

-John Meyers and Jim Knapp are the two library board members who have been appointed to the Owner's Committee. The Library Board President also serves on the committee as a result of their office.

Pat Garrott moved the acceptance of the Public Purchases Policy and Christianne Keck seconded the motion. The motion carried 6-0.

c. Declaration of Surplus Materials

In a 6-0 vote the board gave approval to the Library Director to declare materials in the library basement, except for furniture, that are not needed to be declared surplus. The discarded supplies will be sold through small sales in the library or given to local charities. Remaining materials will be processed as junk. It was estimated the total value of the materials would be less than \$5,000. Scott will do a photo journal of the materials. Mark Pugh moved and Martha Altschaeffl seconded the motion.

d. Declaration of Fiscal Review Body

A declaration of Fiscal Body designating the West Lafayette City Council as the fiscal review body for the West Lafayette Public Library was presented. Christianne Keck moved to accept the declaration and Mark Pugh seconded the motion. The motion passed 6-0.

e. Topics for Future Discussion

Memorandum of Understanding for WLPL Supporting Organizations in addition to the Library Foundation, which was approved earlier.

f. Comments from Public

Zach Beiel asked for more breakdown on the budget.

The meeting was adjourned at 7:40 p.m. by a motion from Martha Altschaeffl and a second from Mark Pugh. Motion passed 6-0.

*Patricia S. Garrott*  
*Secretary*