

**Virtual Board of Trustees Meeting**

**West Lafayette Public Library**

**November 11, 2020**

**Members present:** Anastasia Krutulis, Christiane Keck, Pat Garrott, Mark Pugh, Martha Altschaeffl, John Meyers, Jim Knapp

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

**Veridus:** Marc Griffith

**krM:** Stuart Godfrey

**Friends of the Library:** Jean Sullivan

Other guests: Zach Baiel

The meeting was called to order at 6:32 a.m. with Mark Pugh presiding.

**1. Quorum**

**A quorum was established via roll call.**

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

**Library Minutes**

-The minutes from the October 11, 2020 board meeting were approved 7-0 after a motion made by Jim Knapp and seconded by John Meyers.

-The minutes from the Executive Session of the Board on October 28, 2020 were approved 7-0 after a motion made by John Meyers and a second from Christiane Keck.

**President's Report**

No report was given.

**Librarian's Report**

The low-key public Book Sale which is part of the sorting/removal process in the library basement began Nov. 3. To date, \$1,300 income has been received for the library.

The plan is to continue this and other public small sales through the end of 2020 after which remaining items will be donated or disposed after an auction or bulk sale in early January 2021.

Children Library Services head Linda Klein is using her PTO and not expected back at work anytime soon. Frances Goode has been appointed as acting Children’s Department Head, a part time position, through December and month to month after then.

Even with the shortened library hours, circulation of materials continues to be very strong, about 80% compared with the same time period in 2019.

### 3. Old Business

#### a. Reports from Veridus, krM and Wilhelm Construction

##### Veridus Report:

Marc Griffith reported bids have been received. The bids are favorable to the project which will allow for the addition of alternate bids that were determined at the time of the bidding process.

There was a lot of interest and overall it was a good bidding process.

Veridus is pursuing relocation services for the library during the construction phase.

##### krM Report

Because of the difference between the base bid and the project budget, Stuart Godfrey was able to present 10 alternative bids for the library renovation/construction.

**After receiving a report from Nick Schenkel with staff input as to the alternate bids, Bid #2, Bid #3a, Bid #3b, Bid # 5 Bid #6 and Bid # 8 were discussed. After some discussion, John Meyers moved and Pat Garrott seconded a motion to accept the following bids for the library construction renovation project.**

|         |                                                           |          |
|---------|-----------------------------------------------------------|----------|
| Bid# 2  | Operable partition between Marketplace and Creativity Lab | \$42,258 |
| Bid # 3 | Operable partition between Teen Area and Creativity Lab   | \$38,880 |
| Bid # 4 | First Floor Study Rooms                                   | \$49,770 |
| Bid # 5 | Booth Seating (West and East)                             | \$72,000 |
| Bid # 6 | Specialty Ceiling Features in Children’s Area             | \$26,160 |
| Bid # 8 | Clerestory Windows in Teen Room                           | \$14,450 |

The motion passed 7-0.

The alternate bids mentioned above will be included in the Guaranteed Maximum Price (GMP) which Wilhelm Construction will present to the board at its Nov. 18 meeting. If needed, amendments to the GMP can be made later.

The Board also asked for bid prices with the intention of including a number of “Post Bid Additional Scope Items” as presented by krM. Those bids for which the library board has requested prices are Exterior Items #1 and #2 and Interior Items #2-#6. Others may be worth discussion and implementation as a later board meeting.

### **Wilhelm Construction**

No report was given.

### **b. Library services January 2021 forward during construction/renovation**

In spring 2021 interior work for the construction/renovation will begin in the library. Nick proposed the removal of the equivalent of 1 floor of the library and the back room staff to the Happy Hollow building, owned by the West Lafayette School Corporation. There was a general consensus from the board to move forward on this plan and begin negotiations with the West Lafayette School Board.

#### 4. New Business

##### **a. 2020/2021 Holiday Hours**

New holiday hours were proposed for the library:

Wednesday, November 25 close at 4 pm.

Thursday, November 26 closed for Thanksgiving

Friday, November 27 open at 12 noon

Thursday, December 24 – Monday, December 28, Closed

Thursday, December 31 – Monday, January 4, 2021 Closed

John Meyers moved and Christiane Keck seconded the motion to approve the new holiday hours. The **motion passed 7-0.**

##### **b. PTO (Paid Time Off) end of the year carry over possibility**

Nick Schenkel asked for board approval to allow library staff to carry over PTO into the 2021 year. John Meyers moved and Christiane seconded the motion to allow library staff to carry over PTO hours to **2021. The motion passed 7-0.**

##### **c. 2021 and 2022 budget planning report**

On Friday, November 16, 2020 Larry DeBoer will be presenting a webinar for governmental agencies in Indiana on how to save money in 20/21 to protect from the catastrophic fall in revenue expected in the Fall of 2022. Nick will keep the board updated each month concerning the Rainy Day Fund and the Cash Balance in preparation for the 2022 budget.

There being no further business the meeting was adjourned at 7:58 pm.

The next board meeting will be on Wednesday, November 18, 2020 @ 6:30. Wilhelm Construction will deliver the Guaranteed Maximum Price (GMP) for the renovation/construction of the library.

The next regularly scheduled board meeting will be on Wednesday, December 9, 2020 @ 6:30 pm.

*Patricia S. Garrett*  
*Secretary*  
*12/9/20*