

**West Lafayette Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, May 12, 2021**

The meeting was called to order at 6:30 p.m.

**Board members present:** Anastasia Krutulis, Christiane Keck, Pat Garrott, Mark Pugh, Martha Altschaeffl, John Meyer

**WLPL Staff:** Nick Schenkel, Scott Tracey, Ashley Schoolman

**krM Architects:** Stuart Godfrey

**Wilhelm Construction:** Matt Mueller

**WLPL Foundation:** Eric Lin

**WLPL Friends:** Jean Sullivan

**1. Quorum**

A quorum of 6 board members was established via roll call.

**2. Library Board Minutes, Claims and Treasurer's Report**

**Library Board Minutes**

Christiane Keck moved and John Meyer seconded the motion to accept the minutes of the March 24, 2021 meeting. The motion passed 6-0.

Christiane Keck moved and John Meyer seconded the motion to accept the minutes from the April 14, 2021 meeting. The motion passed 6-0.

Christiane Keck moved and John Meyer seconded the motion to accept the minutes from the April 28, 2021 meeting. The motion passed with a 5-0 vote with one abstention.

**Claims**

John Meyer moved and Mark Pugh seconded the motion to accept the claims of \$81,601.37 for April 15, 2021 to May 12, 2021. The motion passed 6-0.

**Treasurer's Report**

Disbursements from the Operating Fund for the year to date are \$326,680.93. This leaves a balance of \$974,219.07 in the Operating Fund which leaves 74.9 % of the fund remaining.

The total of all bank balances for the library funds as of April 30, 2021 was \$10,717,944.87.

### **3. President's Report and Librarian's Report**

There was no president's report given.

#### **Librarian's Report**

The Librarian's report was emailed to the board before the meeting.

Nick invited Ashley Schoolman to give a report on the new robust collection development acquisition and weeding processes being implemented by the library staff.

### **4. Old Business**

a. Matt Mueller presented an update on the progress of work on the renovation and addition project.

b. Matt presented more information on the skylight for the library. Pat Garrott moved and Mark Pugh seconded the motion to replace the skylight for \$144,078 with a ten year warranty. The motion passed 6-0.

Christiane Keck moved and Pat Garrott seconded the motion to reject the snow melt system as part of the outside ramp of the new addition. The motion passed 6-0.

c. Matt Mueller reported on the change order tracking log with the following changes:

-an additional \$18,965 for a new walk on Columbia Street where pavers stop at Chauncey and Columbia. Christiane Keck moved and Mark Pugh seconded the motion to accept this change order. The motion passed 6-0.

-Change in south side sidewalk to remove color. Pat Garrott moved and Christiane Keck seconded the motion to accept this change. The motion passed 6-0

-Detail to get siding panels extended out or to add plywood. Mark Pugh moved and Martha Altschaeffl seconded the motion to accept this change. The motion carried 6-0.

-Removal of Meeting Room 143. Christiane Keck moved and Pat seconded the motion to approve this change. The motion passed 6-0.

-Add lights in the basement to improve lighting at a cost of \$7,979. Pat Garrott moved and Christiane Keck seconded the motion to accept this change. The motion passed 6-0.

-Remove a roof drain. This will result in a credit back to the owner contingency fund of \$1,659. Christiane Keck moved and Martha Altschaeffl seconded the motion to accept this change. The motion passed 6-0.

-Change the bike rack to meet city requirements. Mark Pugh moved and Martha Altschaeffl seconded the motion to accept this change. The motion passed 6-0.

-Change ceiling tile because specified ceiling tile does not match current ceiling tile at a cost of \$2,035. Pat Garrott moved and John Meyer seconded the motion to accept this change. The motion passed 6-0.

-Run a sanitary line out of the north side of the addition at a cost of \$6,807. Pat Garrott moved and Martha Altschaeffl seconded the motion to accept this change. The motion passed 6-0.

-Eliminate the door in the Marketplace curtain wall and replace with a metal frame and glass. This will result in a credit back to the Owner Contingency Fund of \$8,275. Mark Pugh moved and Christiane Keck seconded the motion to accept this change. The motion passed 6-0.

#### **d. Observation Cameras**

The board consented to proceed with a camera security plan that includes 17 cameras. Wiring will be an additional cost. The camera system will be put out for an RFQ or be acquired through cooperative purchasing. Scott will report back at the next meeting with a final quote.

#### **e. Declaration of Surplus Items**

The following materials were presented as surplus items:

-6 laminated press board wood study carrels (1984)

-2 laminated office desks (1984)

-6 pieces of miscellaneous office furniture.

Mark Pugh moved and Pat Garrott seconded the motion to declare the items as surplus. The motion passed 6-0.

### **5. New Business**

#### **a. By-Laws**

Pat Garrott moved and Mark Pugh seconded the motion to accept the by-laws as revised by the board.

The motion passed by a 6-0 vote.

#### **b. Anna Akeley Gift Fund**

The board suggested keeping the Anna Akeley Fund and establishing a new fund. A sub-committee will be appointed at the June meeting.

Eric Lin, WLPL Foundation Board President, reported the foundation is planning activities over the next year to celebrate the 100<sup>th</sup> Anniversary of the the Library.

On Oct. 21, 2021 a program featuring the librarians past and present will be held with a special celebration for Nick Schenkel for his 40<sup>th</sup> anniversary as the librarian at the library.

On October 22, 2022 the Foundation is planning a Grand Opening for the new library addition and renovation project.

The Foundation is also planning a \$125,000 campaign for the Foundation as well as a \$250,000 campaign for the new library.

**c. Legislative Review**

Starting in June library board meetings will take place in the library. An electronic hybrid meeting concept will be available for patrons and board members who are not able to attend.

**6. Future Topics**

-Election of Officers

-Appointment of committee for working with the Foundation Board

**The meeting was adjourned at 8:04 p.m.**

**Next Library Board Meeting will be on Wednesday, May 26, 2021 at 6:30 p.m.**

*Patricia Garrett*  
*Secretary*  
*June 9, 2021*