

West Lafayette Public Board of Trustees

Meeting Minutes

Wednesday, September 8, 2021

The meeting was called to order at 6:32 p.m.

1. Quorum

Library Board members attending in person: Jim Knapp.

Attending virtually: Anastasia Krutulis, Martha Altschaeffl, Mark Pugh, and Shelley Lowenberg-DeBoer.

Staff, in person at the Library: Nick Schenkel, Scott Tracey

krM: Stuart Godfrey, Erin Jennings (Virtual attendance)

The Veridus Group: Marc Griffith and Scott Senefeld (Virtual attendance)

Wilhelm construction: Mark Mueller (Virtual attendance)

Foundation: Eric Lin, Foundation Board President (Virtual attendance) and in person at the Library: Jean Sullivan

2. Consent Agenda: it was moved by Martha Altschaeffl and seconded by Shelley Lowenberg-DeBoer that the consent agenda be approved. Motion approved.

3. Treasurer's Report: the August 31, 2021 balance sheet was reviewed (attached).

Claims were approved in the amount of \$70,266.53. Of these claims \$364.44 were from the Gift and Memorial fund, \$16,186.28 were from the 2019 Bond construction fund. The total of all deposits in banks as of August 31 was \$9,317,098.37.

- **Report from the Library Foundation:** Mr. Lin reported that the October event "celebrating our librarians" has been moved to November and will be a virtual, not in-person celebration. The Event will announce the new "Programing Fund", an endowment with a goal of reaching \$40,000 in honor of Nick Schenkel's 40 years of service as Library Director as of September 2021.

4. Old Business

a. Report from the Veridus Group:

- Research for updated camera installations and upgrades have been received. The Library Board will receive a final camera cost proposal and a scope of work to be done with the Garage at their September 22. Camera expenses are expected to total no more than \$40,000 with all work included.

Nick gave approval for work to build-out the Children's Librarians' office at a cost not to exceed \$12,000 before this board meeting as the work needed to be scheduled immediately.

- Scott Senefeld reported that street disruption due to work by the City at the corner of Chauncey and Columbia Streets has an unknown completion date; a number of unexpected under-street items continue to be discovered and require a reworking of plans to install new water and waste water pipe infrastructure.

Report from Wilhelm Construction

- Matt Mueller noted that construction work to tie in the Library's underground plumbing will occur early next week while street disruption continues with the City's work.

Matt Mueller reviewed significant work accomplished with the Construction Project including the conclusion of masonry on the new addition at the end of this week, beginning glazing and the enclosure of the transformer also scheduled for later this week.

He noted the responsiveness of krM when construction questions arise.

Drywall is scheduled to be hung in the new addition the week of September 20 on the second floor and the week of September 27 on the first floor.

When existing roof top units are removed and new rooftop units are installed in mid-October there are plans for temporary cooling of the building if needed.

Work continues to take place in the Library's existing building, with a focus on 1C (the former Children's Room) and the basement. It is expected that the public areas of 2B (second floor) will be turned back to the Library earlier than expected thanks to work done early.

A punch list for the Teen Room is expected on August 31.

Work to replace the skylight over the grand staircase will require closing the Library for about two weeks in early November. Other necessary work will be done at this time as well.

Weekly reports are sent from Wilhelm on Fridays.

Report from krM

Erin Jennings who is responsible for the FF&E program while Megan Kubick is on maternity leave reported that bids have been let and are expected back to krM on September 24. krM will then take up to three weeks to review the bid results and discuss them with the Library's FF&E committee. The Library Board will be kept informed as reviews happen.

b. Review of additional scope items: none

c. Declaration of surplus items: none

5. New business

2020 budgets Public Hearing

Nick Schenkel led a review of the 2022 budgets with the Library Board and others attending the Library Board meeting. He noted the budget information is available on Gateway Indiana and that the 2022 budgets will be brought for board approval at their October 13 board meeting.

Bids for audiovisual equipment

Marc Griffith and Nick Schenkel reported that ERMCO had the most responsive bid of the three bids received on July 28 when considering value engineering and scope. A letter of intent to proceed will be sent to ERMCO on behalf of the Library.

The AV bid team (Nick Schenkel, Scott Tracey, Marc Griffith) will report at the next library board meeting; we continue to wait to hear if the Library's grant proposal to help pay for AV expenses will be approved by the Indiana State Library; we expect to hear by the end of September.

7. Topics for Future Discussion – It was noted that Mark Pugh had asked for an update on the Friends of the Library.

Jim Knapp moved adjournment and the meeting was adjourned at 7:50 p.m.

Respectfully submitted, 

Martha Altschaeffl, Secretary (NS)

The next Library board Meeting will be on Wednesday, September 22, 2021 at 6:30 p.m.

