

West Lafayette Public Board of Trustees

Meeting Minutes

Wednesday, October 13, 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, John Meyers, Patricia Garrott.

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

krM: Erin Jennings (Virtual attendance)

The Veridus Group: Scott Senefeld (Virtual attendance)

Wilhelm construction: Tom Kerker (Virtual attendance)

Foundation: 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.

A part of the Consent Agenda was pulled out for further consideration: Thanksgiving closed hours for 2021. Nick proposed closing the Library, for 2021 only, on Wednesday November 24, Friday November 26 and Saturday November 27. In addition one day of PTO will be provided to all full time Library staff to be used during the week of November 22 as well. Martha Altschaeffl moved to approve the proposal, seconded by Shelley Lowenberg-DeBoer. Vote to approve was unanimous.

3. Treasurer's Report: the September 30, 2021 Financial Report, Appropriation Summary for the Operating Fund and Receipt Summaries for the Operating, Rainy Day and Bond Funds were reviewed (attached).

Approval of the presented claims were moved by John Meyers and seconded by Mark Pugh; a unanimous vote approved the amount of \$158,662.52. Of these claims \$1,086.78 were from the Gift and Memorial fund, \$66,861.07 were from the 2019 Bond construction fund.

[Type here]

Upon a separate motion, moved by John Meyers and seconded by Mark Pugh, claims listed as the "2020 Construction Fund" from January through September 13, 2021 were approved by a unanimous vote by the Board for a total amount of \$2,753,480.38.

Of that approved amount:

- \$43,300 was for Bank of New York Mellon
- \$2,702,759.44 was for Wilhelm Construction (as previously approved in the GMP)
- \$74,20.00 was for Whitlock Construction

The total of all deposits in banks as of September 30 was \$8,355,404.01.

4. Old Business

a. Report from the Veridus Group by Scott Senefeld:

Work on the addition continues with the second floor having drywall and paint beginning; similar work on the first floor will begin two weeks hence.

The Library's existing Roof Top Units (RTUs) were removed from the existing building and replaced with new RTU units. A new RTU unit was also added to the new addition work, all as scheduled previously by Wilhelm. The alley was temporarily closed and the Library was closed to the public on Tuesday, October 12 to allow this work to be done.

Remodeling work on the first and second floors of the existing Library building continues on schedule.

The Board was reminded that 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.

Veridus and Wilhelm principals held a budget meeting with Nick Schenkel on Thursday October 7 to review expenses to date.

Scott Senefeld also reported that street disruption due to work by the City at the corner of Chauncey and Columbia Streets ought to be completed early next week so that the Chauncey and Columbia intersection can reopen.

Report from krM by Erin Jennings

Erin Jennings who is responsible for the FF&E program while Megan Kubick is on leave reported that bids have been received by krM on September 24. krM has reviewed the

[Type here]

bid results and will discuss them with the Library's FF&E committee this coming Friday. The Library Board will be kept informed.

Report from Wilhelm Construction by Tom Kerker

Tom Kerker noted that construction work to tie in the Library's new storm water drains has been reschedule and will occur early next week while street disruption continues with the City's work.

Weekly reports are sent from Wilhelm on Fridays.

b. Audiovisual and other construction related work was reviewed with special note taken of garage maintenance work that is scheduled for next week beginning October 18, 2021.

c. **Review of additional scope items:** none

d. **Declaration of surplus items:** The Library, in cooperation with the Library Foundation, will offer a community garage sale this Sunday from 12 noon to 6 pm. Surplus library furniture and assorted items, all declared surplus, will be offered for sale.

5. New business

2022 Budgets Review and Approval

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 are brought tonight for board approval.

A motion to approve the 2022 Budgets as advertised on Gateway Indiana was moved by John Meyers and seconded by Shelley Lowenberg-DeBoer. The vote to approve was unanimous.

The approved amounts were:

- Rainy Day Fund adopted budget for 2022: \$133,560.00;
- General (Operating) Fund adopted budget for 2022: \$1,113,380.00 with an adopted tax levy of \$760,869.00;
- Debt Service Fund adopted budget for 2022: \$894,00.00 with an adopted tax levy of \$860,224.00

The budget forms will now be filed with the Department of Local Government Finance for their review and approval.

Library Closed to the Public November 15-30

[Type here]

Nick reported plans are being made by the staff to enable the Library to close to the public November 15-30 so that work to replace the Library's skylight as well as other work can be done without the public in the building.

7. Topics for Future Discussion – no new topics were added.

John Meyers moved adjournment and the meeting was adjourned at 7:55 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.

[Type here]