

# West Lafayette Public Board of Trustees Meeting Minutes

Wednesday, November 10, 2021

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

## 1. Quorum and other meeting attendees

Secretary took attendance by voice vote.

The Library Board members attending in person: Anastasia Krutulius, Martha Altschaeffl, Mark Pugh, Shelley Lowenberg-DeBoer, John Meyers, Patricia Garrott, and Jim Knapp no one.

Attending virtually: no one

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

krM: Stuart Godfrey (Virtual attendance)

The Veridus Group: Scott Senefeld (Virtual attendance)

Wilhelm construction: Matt Mueller and Tom Kerker (Virtual attendance)

**2. Consent Agenda:** it was moved by Patricia Garrott and seconded by Shelley Lowenberg-DeBoer that the consent agenda be approved. Motion approved unanimously.

**3. Treasurer's Report:** the October 31, 2021 Financial Report was reviewed by Mr. Schenkel (attached).

Approval of the presented claims were moved by John Meyers and seconded by Mark Pugh; a unanimous vote approved the amount of \$1,241,630.04. Of these claims \$397.96 were from the Gift and Memorial fund, \$32,405.25 were from the 2019 Bond construction fund and \$1,133,572.27 from the 2020 Bond construction fund.

The total of all deposits in banks as of October 31 was \$6,192,974.61.

## 4. Old Business

### a. Report from the Veridus Group by Scott Senefeld and from Wilhelm Construction by Matt Mueller:

Work on the second floor addition continues with drywall and paint continuing; similar work on the first floor addition has begun. The "look" of both the first and second floor additions are now becoming clear.

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Outside the Library sidewalks are being installed along West Columbia Street and Northwestern Avenue (a reminder that the sidewalk area in front of the West Columbia Street doors will be the responsibility of the City as part of the Chauncey Street Plaza project). Work continues on the windows for the addition.

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 two weeks from November 15 until December 1. Other necessary work including replacement of the fire alarm system and repairs to the sanitary plumbing in the basement will occur during this closed period as well.

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 soon so that the Chauncey and Columbia intersection can reopen.

Matt Mueller expanded upon the need to close the Library so that work on replacing the existing skylight over the main staircase across from the West Columbia/Chauncey Street doors can begin next Tuesday and concurred on Mr. Senefeld's other updates. Mr. Mueller noted that installation of the terrazzo flooring that is to begin at the Northwestern entrance is becoming an issue as one of the necessary products for installation may not be available until January; he will keep Mr. Schenkel and the library board updated on this.

Mr. Mueller noted that weekly reports are sent from Wilhelm to the Library on Fridays.

### **Report from krM by Stuart Godfrey**

Mr. Godfrey reported that Erin Jennings who is responsible for the FF&E program while Megan Kubick is on leave reported that bids have been reviewed by krM and discussed the results with the Library's FF&E Committee as reported on at the October Library Board Meeting.

As a result of that review, krM and Mr. Schenkel recommended approval of the bids for purchases of FF&E as follows:

Business Furniture, Indianapolis Indiana: \$190,462.40

Officeworks, Fishers Indiana: \$35,914.81

Turnkey, Inc., Noblesville, Indiana: \$133,763.59

Upon a motion by Patricia Garrott, seconded by John Meyers, the FF&E bids noted above were approved unanimously by the Library Board.

This ought to allow for an allowance of up to \$17,000 for re-upholstering existing furniture which will be re-positioned in the remodeled/expanded Library building.

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

c. **Declaration of surplus items:** The Library, in cooperation with the Library Foundation, offered a community garage sale in October. Surplus library furniture and assorted items, all declared surplus, was offered for sale. The proceeds from the Sale were deposited with the Library Foundation with the intent of using the funds to support Library requested purchases.

## 5. New business

- a. Upon a motion by Mark Pugh, seconded by John Meyers, the Library Board approved unanimously the following Holiday Hours for 2021/2022  
The Library will close to the public December 24, 25, 26, 27 and reopen with the new regular hours on December 28  
The Library will close to the public December 31, January 1, 2, and 3 2022 and reopen with new regular hours on January 4, 2022
- b. Upon a motion by Patricia Garrott seconded by John Meyers the Library Board voted to establish an ARPA Fund so that funds may be received and expended.
- c. The Library Board chose not to meet on November 24.

**6. Topics for Future Discussion** – no new topics were added.

7. There were no comments from the public.

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

Respectfully submitted, 

Martha Altschaeffl, Secretary / Nick Schenkel note taker

The next Library board Meeting will be on Wednesday, December 8, 2021 at 6:30 p.m.

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