

West Lafayette Public Library Board meeting, Wednesday, January 12, 2022

1. Quorum:

The meeting was called to order at 6:33 pm. The meeting was held online with Google Meet.

In attendance, for the Board:

Anastasia Krutulis, President
Patricia Garrott, Vice President
Martha Altschaeffl, Secretary
Mark Pugh, Treasurer
Shelley Lowenberg De-Boer, Member
John Meyers, Member

Others in attendance:

Nick Schenkel, West Lafayette Public Library
Scott Tracey, West Lafayette Public Library
Tom Kerker, FA Wilhelm
Matt Mueller, FA Wilhelm
Scott Senefeld, The Veridus Group
Stuart Godfrey, krM Architecture
Jean Sullivan, West Lafayette Public Library Foundation

2. Consent Agenda:

The Consent Agenda was passed unanimously by roll call vote upon a motion from Patricia Garrott, Vice President, and seconded by Mark Pugh, Treasurer

Claims were approved in the amount of \$571,817.26 for December 9-31 2021 (includes bond payments) and \$47,593.59 for January 1-12 2022.

The Financial Report showed a \$484,908.42 balance for the Operating Fund and a Total Bank Balance of \$6,567,733.34. Nick Schenkel noted the December 31 2021 Financial Report as presented was preliminary, awaiting final reconciliation with the SBoA audit of the Library's 2019 and 2020 finances.

3. Treasurer's Report and Annual Meeting of the Library Board of Finance:

Nick Schenkel gave a preliminary report on 2021 activities and suggestions from the SBoA regarding changes they wished to be made in the 2019 and 2020 reports. (See financial report in Board documents).

The Board of Finance met to vote on 2022 officers. A motion was made by John Meyers, Member and seconded by Patricia Garrott, Vice President to keep the 2021 slate of officers.

Nick Schenkel also reported on the bank accounts of the Library as: Chase Bank (checking and savings), First Merchants "legacy account" (sweep account and checking), as well as Library's bond bank as NY Mellon, Indianapolis office.

Anastasia Krutulis, President reported we had removed signatories no longer serving on the Board and agreed the accounts the Library have are appropriate.

Nick Schenkel mentioned we have a Library Chase INK credit card and NY Mellon invests interest on the Library's behalf.

Martha Altschaeffl, Secretary asked where we keep money from the Library's gift accounts. Nick Schenkel responded "the Library's savings accounts."

Anastasia Krutulis, President requested the Board of Finance adjourn, which was moved by Patricia Garrott, Vice President, and seconded by John Meyers, Member.

4. Old Business

a. Report from The Veridus Group, krM, and FA Wilhelm: Scott Senefeld reported there are a set of punch-list dates on the horizon, and Matt Mueller of FA Wilhelm Construction mentioned 1/18 as the punch for the remainder of sequence 2B, and 2/8 as the punch for the new addition, with 2/1 as the outside building/landscape punch, and, finally, that above ceiling punches were on-going. Nick Schenkel asked Matt to clarify "above ceiling punches" to which Matt responded, "the City must review and approve sprinklers, lighting, and HVAC before these spaces can be granted a certificate of occupancy."

Stuart Godfrey, krM noted he is waiting for a furniture delivery update.

Nick Schenkel noted the fabrics selection committee will meet next week (week of January 17) to make fabric selections.

b. Construction Project Budget review: Scott Senefeld reported the Library was vetting additional scope items such as reupholstering, additional lighting, signage, and refinishing the existing terrazzo floor. Anastasia Krutulis, President commented, "We need to be flexible to schedule meetings as need be." Matt Mueller also noted some of the additional scope items could push us past scheduled project completion/Library occupation dates.

d. Declaration of surplus items: Nick Schenkel commented that there will be a lot of these items in March.

5. New Business

a. The schedule was approved with a 3% increase to all staff, with selected additional increases for certain specified staff by a motion from Patricia Garrott, Vice President, and seconded by Martha Altschaeffl, Secretary. A roll call vote found all present voting in favor of the increases . There will be a further review at the February 9 Board meeting Martha also asked when the increase would take effect, to which Nick Schenkel noted that the Library would usually back-date to January. Mark Pugh, Treasurer urged a reconsideration to at least 5%.

b. Annual Report update: will be updated at the February meeting

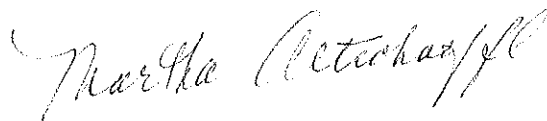
c. 2022 Non-resident card fee: Scott Tracey reported we need to increase our non-resident card rate to \$46.00, to be in-line with State rules. The annual fee was increased to \$46.00 upon a motion by Mark Pugh, seconded by John Meyers; the vote was by roll call and was unanimous.

d. Evergreen Indiana invoice and budget for 2022: Nick Schenkel reported on Evergreen Indiana membership dues for the year, and LSTA funds that are contributed, on the Federal level, to keep dues low.

6. Topics for future action and discussion: Mark Pugh, Treasurer noted the Library's electric bill was unusually high, to which Nick Schenkel noted this was likely due to the ongoing construction program.

7. Comments from the public: none

8. The meeting was adjourned at 7:44 pm on a motion by Mark Pugh, Treasurer

A handwritten signature in cursive script, reading "Martha Altschaeffl". The signature is written in dark ink and is positioned in the lower right quadrant of the page.