

# West Lafayette Public Board of Trustees Meeting Minutes

Wednesday, December 8, 2021

The meeting was called to order at 6:40 p.m.

## 1. Quorum and other meeting attendees

Secretary took attendance by voice vote.

The Library Board members attending in person: Martha Altschaeffl, Mark Pugh, Shelley Lowenberg-DeBoer, John Meyers.

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 (Virtual attendance)

**2. Consent Agenda:** Mark Pugh asked to have the November 10 Minutes revised to show that all library board members were in attendance in person at the meeting. It was moved by John Meyers and seconded by Martha Altschaeffl that the consent agenda be approved with Mr. Pugh's changes to the November 10 Minutes. Motion approved three in favor with Martha Altschaeffl abstaining.

**3. Treasurer's Report:** the November 30, 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 November 30 was \$6,034,325.78.

Mr. Schenkel briefly noted the 2022 budgets had been approved by DLGF in amounts that were close to but not exactly the same as those approved by the Library Board in October; some reductions were made. AMOUNTS: Operating Fund \$1,340,597.00; Rainy Day Fund \$106,500; Debt Service Fund \$890,000.

## 4. Old Business

### a. Report from the Veridus Group by Scott Senefeld

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Mr. Senefeld noted that operating and maintenance manuals are being collected and will be reviewed and provided to the Library at the conclusion of the Construction project.

He noted that Mr. Schenkel will move into his new office on the second floor soon; once his office is moved the Materials handling staff will be moved into their new office (Mr. Schenkel's temporary office). The Materials Handling staff will vacate their temporary space on the second floor.

An update concerning the Construction Project budget will be provided to the Board soon.

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

Mr. Godfrey reported that in addition to the Operating and Maintenance manuals, the Library will be provided with "as built" architectural drawings at the conclusion of the Construction Project.

New furniture, selected by the FF&E committee and approved by the Library Board, has been ordered with delivery to be scheduled for a later date. Approximately \$17,000 is available for re-upholstering existing furniture; Megan Kubick was at the Library on Tuesday this week to measure fabric needed and obtain a count of individual furniture items so that re-upholstery quotes can be obtained.

### **Wilhelm Construction by Matt Mueller:**

Mr. Mueller reported that Outside the Library the landscape elements are being installed. The Library sign along Northwestern Avenue will have stone work added and outdoor site furnishings are expected to be installed on Thursday (December 9).

Inside the new main lobby from Northwestern Avenue is coming together. Light fixtures are being installed on the second floor of the new addition as is painting. Carpeting will be laid and LBT flooring will be installed soon as well. Similar work on the first floor addition has begun.

Terrazzo is being installed in the first floor new addition; this work is scheduled to take up to three weeks to be completed.

The new 1st floor information desk is scheduled to arrive December 20.

Casework and architectural wood elements on both the first and second floor additions will begin on January 10, 2022.

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

In the existing building, work in the 2B area is scheduled to be completed on December 21.

The “look” of both the first and second floor additions are now becoming clear.

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.

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 Martha Altschaeffl, seconded by John Meyers, the Library Board approved unanimously to encumber funds \$7,635.23 to pay for Dell computers from 2021 into 2022.
- b. After discussion the 2022 salary schedule was tabled so that it can be reconsidered and voted upon at the January 2022 library board meeting.
- c. The Library Board chose not to meet on December 22.

**6. Topics for Future Discussion** – Nonresident card fee; Minutes to be taken with new procedures.

7. There were no comments from the public.

8. John Meyers moved adjournment, seconded by Martha Altschaeffl and the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Martha Altschaeffl, Secretary / Nick Schenkel note taker

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The next Library board Meeting will be on Wednesday, January 12, 2022 at 6:30 p.m.

*Martha Altobelli*

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