

West Lafayette Library Board

Board of Trustee Virtual Meeting Minutes for Wednesday, August 12, 2020

Board Members Present: Anastasia Krutulis, Christiane Keck,, Mark Pugh, Pat Garrott, Martha Altschaeffl, Jim Knapp

Library Staff: Nick Schenkel, Scott Tracey

Friends Representative: Jean Sullivan

krM Architects: Stuart Godfrey

Veridus Group: Marc Griffith

1. Quorum

There being a quorum after roll call the meeting was begun at 6:31 pm.

2. Old Business

a. Approval of minutes of previous board meetings

Board Meeting Minutes for March 11, 2020, March 25, 2020, April 8, 2020, April22, 2020, May 13, 2020, June 17, 2020, July 8,2020, and July 22, 2020 were approved.

b. Report on Library remodeling and construction project

Stuart Godfrey and Tom Kerker reported they, and Nick Schenkel, were planning to meet with Jane Herndon and Ryan Fetters to get ready for the bidding process. Documents for the bidding process are being developed. There is some struggle with the budget for the project. krM, Wilhelm Construction, and Veridus are working together to try to meet the budget. It was indicated some decisions may made need to be made as to the scope of the project to meet budget.

Stuart reported that the public hearings which presented the Library's renovation and expansion plans to the public were well attended and several participants submitted good questions to be considered.

3. New Business

a. 2021 Budgets for publication

The possible Circuit Breaker for 2021 will be -\$181,399. Property taxes 2021 per DLGF 7/2021 are estimated at \$848,268. Property tax income may drop in 2022. Operating Fund income totals for 2021, with CB subtracted, are \$1,205,716. The difference between 2020 and 2021 budgets' income is \$80,378. 2020 Budgets totals for the Operating, Bond and Rainy Day Funds is \$2,327,800. The maximum budget which will be posted with a 4.2% maximum levy growth for 2021 is \$2,327,812 with an amount of \$12 over. Pat Garrott moved and Martha Altschaeffl seconded the motion to approve the advertising of the Preliminary budget. The motion passed 6-0.

b. Public Purchases Policy

Nick is preparing a new policy on the limits of purchases which can be made via the Public Purchase Policy, especially because of the construction project. He will have a policy to present at the September meeting.

c. Masking Policy

Through a motion made by Christiane Keck and seconded by Martha Altschaeffl the board authorized the Library Director, in consultation with the Library's Reopening Committee (or its successor), to implement a masking procedure for both the library staff and the public using the library. The motion passed 6-0. The Library Director will inform the Library Board when changes to the masking procedures are made.

d. Donations to the Library Policy

A donations policy stating that all books, DVD's, music and other items housed in the library and not processed for circulation and/or other use by the Library's patrons are considered to be donations to the Library, and subject to the Library's policies and procedures for use and storage. The motion to adopt the Donations policy was made by Pat Garrott and seconded by Christiane Keck. The motion passed by a vote of 6-0.

e. Fundraising ideas generated by the Library Board

Martha Altschaeffl and Pat Garrott volunteered to work on this topic with the Library board and Library staff.

f. Radio Frequency ID (RFID) Program

Scott Tracey will present a proposal for implementation of the RFID program for the Library at the September meeting.

4. Topics for future action and discussion

a. RFID Program

b. Friends of the Library and the Library Board and Library Management Memorandum of Understanding (MOU)

The meeting was adjourned at 7:39 p.m.

Next Library board meetings: Wednesday, August 26 and September 9, 2020 at 6:30 p.m.

Public Hearing on the 2021 Library Budget: Wednesday, September 9, 2020 at 6:30 p.m.

Approval of 2021 Budget: Wednesday, October 14, 2020 at 6:30 p.m.