

West Lafayette Public Library Board of Trustees
Meeting Minutes
Wednesday, May 10, 2023

1. Quorum:

The meeting was called to order at 6:30 pm

In attendance in person (unless otherwise noted)

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

Others in attendance:

Ashley Meyer, West Lafayette Public Library
Nick Schenkel, West Lafayette Public Library
Scott Senefeld, Veridus Group (attending remotely)
Jean Sullivan, Library Foundation, Friends of the Library
Scott Tracey, West Lafayette Public Library

2. Board Minutes: (see attached)

The minutes were approved with a motion by Martha Altschaeffl, Secretary, and seconded by Patricia Garrott, Vice President.

Aye votes:

Anastasia Krutulis, President
Patricia Garrott, Vice President

Martha Altschaeffl, Secretary
Mark Pugh, Treasurer
Shelley Lowenberg De-Boer, Member
Jim Knapp, Member
John Meyers, Member

3. Treasurer's Report and claims: (see attached)

The claims were approved with a motion by Patricia Garrott, Vice President, and seconded by Martha Altschaeffl, Secretary.

Aye votes:

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

4. President's Report:

Anastasia Krutulis, President reported the final 2 candidates for the new director position will come to the Library on May 25. The candidates will meet with staff and the Board of Trustees throughout the day, after which the Board will select the chosen person at their working session in the evening.

5. Librarian's Report: (see attached)

6. Old Business:

- a. Report from The Veridus Group: Scott Senefeld, Veridus Group reported that maintenance work will begin in the parking garage on Monday, May 15 and the invoice for materials in the amount of

\$42,255 has been received. Houston Electric is scheduled to begin work on the garage interior lighting during the last week of May.

b. Additional construction-related work that needs approval: N/A

c. Caretaker's Cottage MOU w/City of West Lafayette:

Nick Schenkel, West Lafayette Public Library reported the Library and the City of West Lafayette are still in negotiation regarding specifics of the MOU language.

d. Health Care program for full-time staff:

Scott Tracey, West Lafayette Public Library requested the Board approve the transition to a new healthcare plan which would provide better employee coverage and financial savings to the Library.

The motion to change employee health coverage from United Healthcare to Anthem was approved with a motion from Jim Knapp, Member, and seconded by John Meyers, Member

Aye votes:

Anastasia Krutulius, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

John Meyers, Member

7. New Business:

a. Library management June 1 forward:

The interim management team of Anastasia Krutulis, President, Scott Tracey, West Lafayette Public Library, and Ashley Meyer, West Lafayette Public Library will begin meeting next week. Scott Tracey, West Lafayette Public Library noted Nick's online Library accounts will be removed and messages be forwarded to Scott until the new director begins work at the Library.

b. Review Board-approval policies: N/A

c. 2023-2024 holiday closings:

The Holiday closing schedule was approved by a motion from Patricia Garrott, Vice President, and seconded by John Meyers, Member

d. Posting of draft minutes:

The Board will make draft minutes available on the Library's website within (2) weeks of each Board of Trustees meeting. This was approved with a motion by Mark Pugh, Treasurer, and seconded by Patricia Garrott, Vice President

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Mark Pugh, Treasurer

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

John Meyers, Member

8. Topics for future action and discussion: N/A

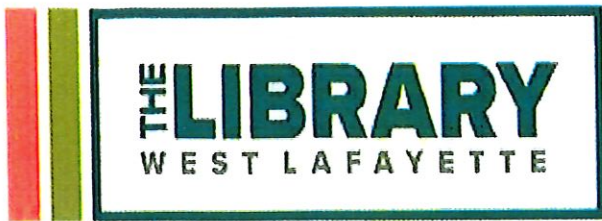
9. Executive Session

10. Comments from the public: N/A

11. Adjourn:

The meeting adjourned at 8:16 pm by a motion from Shelley Lowenberg De-Boer, Member, and seconded by Mark Pugh, Treasurer

A handwritten signature in blue ink, reading "Markha Altshoff". The signature is written in a cursive style with a large initial 'M' and a long, sweeping tail on the 'f'.



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, May 10, 2023 6:30 PM – Board & Staff Meeting Room 225

Video conference link: <https://us02web.zoom.us/j/81771300774> Phone: +13092053325 - Meeting ID: 817 7130 0774

1. Quorum
2. Board Minutes
3. Treasurer's Report and claims
4. President's Report
5. Librarian's Report
6. Old Business
 - a. Report from The Veridus Group
 - b. Additional construction-related work that needs approval
 - c. Caretaker's Cottage Agreement w/City of West Lafayette
 - d. Health Care program for full time staff
7. New Business
 - a. Library management June 1 forward
 - b. Holidays for 2023/early 2024
 - c. Posting draft Minutes on the Library's website
 - d. Review Board-approval policies
 - e. Nick's Retirement
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

Next Board meeting: 06/14/2023 - 6:30 pm



HOLIDAY HOURS 2023 and early 2024

Saturday, December 31, CLOSED

Sunday, January 1, 2021, CLOSED

Monday, January 2, OPEN at 12 noon

Monday, May 29, CLOSED for Memorial Day

Monday, June 19, CLOSED for Juneteenth Holiday

Tuesday, July 4, CLOSED for 4th of July

Wednesday, November 22, CLOSE at 3 pm

Thursday, November 23 CLOSED

Friday November 24 OPEN at 12 noon

Sunday, December 24, CLOSED

Monday, December 25, CLOSED

Tuesday, December 26, OPEN at 12 noon

Sunday, December 31, CLOSED

Monday, January 1, 2021, CLOSED

Tuesday, January 2, OPEN at 12 noon

Receipt Summaries for 100 Operating

West Lafayette Public Library

Report Dates = 01/01/23 to 04/30/23

<i>Account</i>	<i>This Month</i>	<i>YTD</i>	<i>Last Year This Month</i>	<i>Last Year YTD</i>
305 FINES	\$1,455.09	\$1,455.09	\$454.10	\$454.10
308 COMMUNITY FOUNDATION INCOME	\$10,847.00	\$10,847.00	\$10,168.00	\$10,168.00
310 COPIES/PRINTING	\$1,122.55	\$1,122.55	\$233.20	\$233.20
314 INTEREST	\$47.62	\$47.62	\$74.16	\$74.16
316 PROCTORING	\$255.47	\$255.47	\$195.00	\$195.00
318 PARKING	\$13,752.38	\$13,752.38	\$13,292.97	\$13,292.97
320 BAGS	\$135.00	\$135.00	\$12.00	\$12.00
328 STATE GRANTS	\$2,459.13	\$2,459.13	\$2,002.26	\$2,002.26
333 LIT	\$75,550.32	\$75,550.32	\$76,205.32	\$76,205.32
342 LIBRARY FOUNDATION INCOME	\$32,977.00	\$32,977.00		
370 REFUNDS	\$1,229.92	\$1,229.92	\$3,631.00	\$3,631.00
380 MISCELLANEOUS	\$188.00	\$188.00	\$157.98	\$157.98
550 RECORD STORE DONATIONS	\$1,000.00	\$1,000.00		
560 DONATIONS	\$41.43	\$41.43	\$707.25	\$707.25
580 GRANTS	\$250.01	\$250.01		
	<u>\$141,310.92</u>	<u>\$141,310.92</u>	<u>\$107,133.24</u>	<u>\$107,133.24</u>

Approved by the State Board Of Accounts for West Lafayette Public Library on 01/01/98.

Register Of Claims
West Lafayette Public Library

Report Date: From 04/13/23 To 05/10/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10105	272	ADTEC Administrative and Tech	Operating	Other Professional Services/Ban	\$1,050.00	05/10/23	E-Rate Funding Year 2023 ECF Reimbursements
				Total this claim	<u>\$1,050.00</u>		
10106	294	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$14.99	05/10/23	
			Operating	Office Supplies/Program Supplie	\$105.92		
			Operating	Office Supplies/Program Supplie	\$290.17		
			Operating	Books	\$46.87		
			Operating	Books	\$59.97		
			Operating	Office Supplies/Program Supplie	\$31.70		
			Operating	Office Supplies/Program Supplie	\$28.76		
				Total this claim	<u>\$578.38</u>		
10096	247	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$34.47	04/25/23	
			Operating	Office Supplies/Program Supplie	\$55.97		
			Operating	Books	\$59.95		
			Operating	DVD	\$270.09		
			Operating	Audiobooks	\$30.39		
				Total this claim	<u>\$450.87</u>		
10107	273	Ashley Fletcher	Operating	Traveling Expense	\$135.72	05/10/23	Mileage reimbursement for Feb-April 2023, including travel to Pendleton Public Library
				Total this claim	<u>\$135.72</u>		
0	244	Automated Payroll Service	Operating	Other Professional Services/Ban	\$95.60	04/21/23	for payroll of 4/3/23-4/16/23
				Total this claim	<u>\$95.60</u>		
0	256	Automated Payroll Service	Operating	Other Professional Services/Ban	\$233.05	05/05/23	for payroll of 4/17/23-4/30/23
				Total this claim	<u>\$233.05</u>		
10108	274	Blackstone Publishing	Operating	Audiobooks	\$167.72	05/10/23	Audiobooks
				Total this claim	<u>\$167.72</u>		
10109	296	Business Furniture	2019 Construction Fund	Equipment	\$5.90	05/10/23	Balance due on invoice
				Total this claim	<u>\$5.90</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
10097	248	CenterPoint Energy	Operating	Gas service	\$97.58	04/25/23	for 3/6/23-4/6/23
				Total this claim	\$97.58		
0	261	Chase Bank	Operating	Other Professional Services/Ban	\$36.74	04/17/23	Account Analysis Settlement Charge
				Total this claim	\$36.74		
0	262	Chase Bank	Transfer Fund	Interbank Transfers	\$340,000.00	04/25/23	Transfer to First Merchants
				Total this claim	\$340,000.00		
10098	249	Chase Cardmember Service	Gift & Memorial Fund	Office Supplies/Program Supplie	\$1,080.87	04/25/23	for 3/17/23-4/16/23
			Operating	Office Supplies/Program Supplie	\$35.00		
			Operating	Other Professional Services/Ban	\$13.00		
			Operating	Professional Meetings	\$40.00		
			Operating	Program Costs	\$1,297.28		
			Operating	Program Costs Grants	\$618.71		
			Operating	Traveling Expense	\$24.52		
			Operating	Program Costs	\$128.40		
			Gift & Memorial Fund	Databases	\$95.08		
			Operating	Periodicals and Newspapers	\$106.64		
			Operating	Cleaning & Sanitation Supplies	\$21.60		
			Operating	Postage	\$17.99		
			Operating	Office Supplies/Program Supplie	\$149.41		
			Operating	Office Supplies/Program Supplie	\$22.70		
			Gift & Memorial Fund	Professional	\$51.08		
			Operating	Office Supplies/Program Supplie	\$153.39		
			Operating	Program Costs Grants	\$25.19		
				Total this claim	\$3,880.86		
0	271	Cincinnati Insurance Co	Operating	Other Insurance: Property and L	\$238.00	04/24/23	Automatic voucher--Automobile and Umbrella policies
				Total this claim	\$238.00		
10110	275	Cintas	Operating	Repair & Maintenance Building	\$800.92	05/10/23	clean mats
				Total this claim	\$800.92		
10111	276	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$368.35	05/10/23	Defibrillator and first aid supplies
				Total this claim	\$368.35		
10099	250	Corinne McAuley	Operating	Program Costs Grants	\$119.98	04/25/23	CLAW Program Expenses Childrens
				Total this claim	\$119.98		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10112	302	Duke Energy	Operating	Electricity	\$8,073.84	05/10/23	for 4/4/23-5/3/23
				Total this claim	\$8,073.84		
10100	251	Gale/CENGAGE Learning	Gift & Memorial Fund	Books	\$288.99	04/25/23	Large Print Books
				Total this claim	\$288.99		
10113	277	Gran-IT Consulting	Operating	Telephone and Internet	\$1,548.00	05/10/23	Maintenance on server
				Total this claim	\$1,548.00		
10114	278	hibu Inc--West	Operating	Advertising & Public Notices	\$20.24	05/10/23	payment 2 of 12
				Total this claim	\$20.24		
10115	279	hoopla	Operating	Databases	\$1,083.15	05/10/23	Digital resources for April 2023
				Total this claim	\$1,083.15		
10116	280	Huston Electric Inc	Operating	Repair & Maintenance Building	\$1,211.60	05/10/23	Replaced surge arrestor and repaired exit door alarm
				Total this claim	\$1,211.60		
10117	295	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$335.83	05/10/23	for 4/1/23-4/28/23
				Total this claim	\$335.83		
10118	259	Ingram Library Services	Operating	Books	\$818.84	05/10/23	
			Operating	Books	\$351.05		
			Operating	Books	\$1,258.31		
			Gift & Memorial Fund	Books	\$838.88		
			Gift & Memorial Fund	Books	\$234.04		
			Gift & Memorial Fund	Books	\$545.89		
				Total this claim	\$4,047.01		
10119	281	Kanopy Inc	Operating	Databases	\$29.00	05/10/23	Digital resources for April 2023
				Total this claim	\$29.00		
10120	282	Kathryn L Beranich	Operating	DVD	\$20.00	05/10/23	DVD
				Total this claim	\$20.00		
10121	283	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$833.42	05/10/23	Repair of exit gate and installation of new arm
				Total this claim	\$833.42		
0	300	Merchant Services	Operating	Other Professional Services/Ban	\$55.75	05/03/23	credit card fees 4/1/23-4/30/23
				Total this claim	\$55.75		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
10101	252	Metronet	Operating	Telephone and Internet	\$645.17	04/25/23	for 4/8/23-5/7/23
				Total this claim	\$645.17		
10122	284	Midwest Tape	Operating	DVD	\$405.29	05/10/23	
			Operating	Audiobooks	\$159.96		
				Total this claim	\$565.25		
10102	253	Mignon Evans	Operating	Program Costs Grants	\$200.00	04/25/23	Children's CLAW Event 4/23/23
				Total this claim	\$200.00		
10123	297	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	05/10/23	Janitor service for May 2023
				Total this claim	\$1,737.75		
10124	285	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$550.00	05/10/23	Annual fire alarm test
				Total this claim	\$550.00		
10125	286	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$311.07	05/10/23	Call Center support for Garage Parking System
				Total this claim	\$311.07		
0	257	Payroll	Operating	Library Director	\$3,662.72	05/03/23	for payroll of 4/17/23-4/30/23
			Operating	Full-time Employees	\$14,398.68		
			Operating	Part-time Employees	\$9,487.99		
			Operating	Employer's Share-FICA & Medic	\$2,039.71		
			Operating	Unemployment Compensation	\$43.41		
				Total this claim	\$29,632.51		
0	245	Payroll	Operating	Library Director	\$3,662.69	04/19/23	for payroll of 3/20/23-4/2/23
			Operating	Full-time Employees	\$21,029.49		
			Operating	Part-time Employees	\$9,320.55		
			Operating	Employer's Share-FICA & Medic	\$2,534.23		
			Operating	Unemployment Compensation	\$45.10		
				Total this claim	\$36,592.06		
0	246	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,003.27	04/21/23	for payroll of 4/3/23-4/16/23
			PERF	Salary and Wages	\$536.60		
				Total this claim	\$2,539.87		
0	258	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,022.87	05/05/23	for payroll of 4/17/23-4/30/23
			PERF	Salary and Wages	\$541.85		
				Total this claim	\$2,564.72		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
10126	287	Quality Plumbing and Heating of	Operating	Repair & Maintenance Building	\$9,760.00	05/10/23	Regular preventative maintenance and replacement of sinks in women's bathroom
			2019 Construction Fund	Repair & Maintenance Building	\$1,175.00		
				Total this claim	\$10,935.00		
10127	288	Quill Corp	Operating	Office Supplies/Program Supplie	\$146.67	05/10/23	
				Total this claim	\$146.67		
10103	254	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	04/25/23	for 5/9/23-6/8/23
				Total this claim	\$194.52		
10128	289	Scott Tracey	Operating	Traveling Expense	\$72.10	05/10/23	Reimburse towing fee for Element
				Total this claim	\$72.10		
10129	301	Swank Movie Licensing USA	Operating	Dues and Membership	\$1,289.00	05/10/23	1 year copyright compliance site license 6/1/23-5/31/24
				Total this claim	\$1,289.00		
10130	290	T-Mobile	Operating	Telephone and Internet	\$357.00	05/10/23	Hotspots for for 3/21/23-4/20/23
				Total this claim	\$357.00		
10131	298	Tsai Fong Books Inc	Operating	Books	\$44.62	05/10/23	Chinese book
				Total this claim	\$44.62		
10132	299	Unique Management	Operating	Other Professional Services/Ban	\$198.67	05/10/23	Placements and Notices for April 2023
				Total this claim	\$198.67		
10133	291	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban	\$285.59	05/10/23	Design Development and Construction Documents
				Total this claim	\$285.59		
10104	255	Vicki Leavitt	Operating	Program Costs Grants	\$109.40	04/25/23	CLAW Expenses for Children's Program
				Total this claim	\$109.40		
10134	292	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$699.60	05/10/23	Book Cellar Proceeds for April 2023
				Total this claim	\$699.60		
10135	293	Wintek Corp	Operating	Telephone and Internet	\$915.69	05/10/23	Equipment rental for June 2023 and monthly Fiber Agreement
				Total this claim	\$915.69		

Warrant Number Claim Number Name of Claimant Fund Account Amount Date Explanation

Total Amount of Claims \$456,392.76

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, May 10, 2023



Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 10th day of MAY, 2023.

Shelley Townsend Patricia S. Gerratt
Amber Kunkle Matthew Ptschackel
James R. Krueger John H. Wagner

SIGNATURES OF GOVERNING BOARD

Approved by the State Board of Accounts for West Lafayette Public Library on 01/01/98.