

West Lafayette Public Library Board of Trustees

Meeting Minutes

Monday, June 12, 2023

1. Quorum

The meeting was called to order at 6:01 pm

In attendance (in-person, unless otherwise noted)

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

John Meyers, Member

Ashley Meyer, West Lafayette Public Library

Marra Honeywell, West Lafayette Public Library - Remote

Melissa Freed, West Lafayette Public Library - Remote

Scott Tracey, West Lafayette Public Library - Remote

2. Claims:

Claims were approved with a motion by John Meyers, Member, and seconded by

Jim Knapp, Member

Aye votes: All

A motion was made to keep bank accounts with First Merchant's Bank, and

Chase Bank by Patricia Garrott, Vice President, and seconded by John Meyers,

Member

Aye votes: All

3. New Director Hiring Terms:

Marra Honeywell will begin as the Library's new director on 07.31.2023, with a salary of \$92,000/year and 4 weeks vacation.

4. Building Name Update:

A motion was made to rename the building: "I move that the Library building be named the E. Nicholas Schenkel Building and that appropriate signage be placed on the building to show that name. The name E. Nicholas Schenkel Building shall be the permanent public name of the Library building. However, the name of the Library shall continue to be the West Lafayette Public Library.

This motion was made by John Meyers, Member, and seconded by Patricia Garrott, Vice President

Aye votes: All

5. New Business: N/A

6. Comments from the public: N/A

7. Adjourn:

The meeting was adjourned at 6:15 pm

A handwritten signature in blue ink, reading "Martha Altschaffel". The signature is written in a cursive style with a large initial 'M'.

Register Of Claims
West Lafayette Public Library

Report Date: From 05/11/23 To 06/12/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10136	307	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$122.52	05/25/23	
			Operating	Office Supplies/Program Supplie	(\$20.00)		
			Operating	Audiobooks	\$69.00		
			Operating	DVD	\$4.89		
			Operating	Office Supplies/Program Supplie	\$37.29		
			Operating	Program Costs	\$141.13		
				Total this claim	\$354.83		
10155	325	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$101.56	06/12/23	
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$672.73		
			Operating	Program Costs	\$30.97		
			Operating	Books	\$12.45		
			Operating	Audiobooks	\$22.99		
				Total this claim	\$840.70		
10156	326	Anastasia Krutulis	Anna Akley Gift Fund	Office Supplies/Program Supplie	\$84.96	06/12/23	Expenses for Candidate Interviews
				Total this claim	\$84.96		
10157	327	Angela Eck	Anna Akley Gift Fund	Traveling Expense	\$125.29	06/12/23	Candidating Expenses
				Total this claim	\$125.29		
0	329	Automated Payroll Service	Operating	Other Professional Services/Ban	\$253.73	06/02/23	for payroll of 5/15/23-5/28/23
				Total this claim	\$253.73		
0	303	Automated Payroll Service	Operating	Other Professional Services/Ban	\$94.75	05/19/23	for payroll of 5/1/23-5/14/23
				Total this claim	\$94.75		
10158	328	Awards Unlimited	Gift & Memorial Fund	Office Supplies/Program Supplie	\$214.00	06/12/23	Plaques
				Total this claim	\$214.00		
10159	330	Blackstone Publishing	Operating	Audiobooks	\$174.43	06/12/23	
				Total this claim	\$174.43		
10160	337	Bradbury Miller Associates	Anna Akley Gift Fund	Other Professional Services/Ban	\$19,000.00	06/12/23	Library Director Search
				Total this claim	\$19,000.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10137	308	CenterPoint Energy	Operating	Gas service	\$58.10	05/25/23	for 4/6/23-5/4/23
				Total this claim	\$58.10		
10138	309	Chase Cardmember Service	Operating	Other Professional Services/Ban	\$35.00	05/25/23	for 4/17/23-5/16/23
			Operating	Employer's Contribution-Gp. Ins	\$524.00		
			Operating	Program Costs Grants	\$737.07		
			Gift & Memorial Fund	Program Costs	\$90.00		
			Operating	Program Costs	\$192.33		
			Operating	Databases	\$504.47		
			Operating	Periodicals and Newspapers	\$106.64		
			Operating	Postage	\$211.19		
			Operating	Program Costs	\$211.57		
			Operating	Program Costs	\$173.98		
			Operating	Program Costs	\$60.94		
				Total this claim	\$2,847.19		
10161	348	Cincinnati Insurance Co	Operating	Other Insurance: Property and L	\$3,342.00	06/12/23	Automatic voucher--Automobile and Umbrella policies
				Total this claim	\$3,342.00		
0	332	Cincinnati Insurance Co	Operating	Other Insurance: Property and L	\$75.00	05/25/23	Automatic voucher--Automobile and Umbrella policies
				Total this claim	\$75.00		
0	331	Cincinnati Insurance Co	Operating	Other Insurance: Property and L	\$1,917.00	05/25/23	Automatic voucher--Automobile and Umbrella policies
				Total this claim	\$1,917.00		
10162	333	Cintas	Operating	Repair & Maintenance Building	\$1,001.15	06/12/23	clean mats
				Total this claim	\$1,001.15		
10163	334	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$306.92	06/12/23	Defibrilator and first aid supplies
				Total this claim	\$306.92		
10164	335	CityFiles Press	Operating	Program Costs Grants	\$2,000.00	06/12/23	Honorarium for O'Brien Lecture
				Total this claim	\$2,000.00		
10165	336	CityFiles Press	Operating	Program Costs Grants	\$288.14	06/12/23	Rental car for O'Brien Lecture
				Total this claim	\$288.14		
10139	310	Corinne McAuley	Operating	Program Costs Grants	\$200.00	05/25/23	CLAW Program Childrens
				Total this claim	\$200.00		

<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>
10166	338	Creative Solutions	Operating	Office Supplies/Program Supplie	\$596.00	06/12/23	Six Toner Cartridges
				Total this claim	\$596.00		
10140	311	Dave Rozmarynowski	Operating	Program Costs	\$265.00	05/25/23	Roz Puppets Program on June 22nd
				Total this claim	\$265.00		
10167	349	Duke Energy	Operating	Electricity	\$41.95	06/12/23	for 5/3/23-6/2/23 Outdoor Lighting
				Total this claim	\$41.95		
10141	312	Exotics, Aquatics & More	Operating	Program Costs	\$150.00	05/25/23	Summer Reading Program on June 7th
				Total this claim	\$150.00		
10169	340	Frederick J Prozzillo Jr	Operating	Program Costs Grants	\$107.11	06/12/23	Rental car for O'Brien Lecture
				Total this claim	\$107.11		
10168	339	Frederick J Prozzillo Jr	Operating	Program Costs Grants	\$2,000.00	06/12/23	Honorarium for O'Brien Lecture
				Total this claim	\$2,000.00		
10170	341	Gail Mesecar	Operating	Traveling Expense	\$11.00	06/12/23	Reimburse expenses for car cleaning
				Total this claim	\$11.00		
10142	313	GLGraphix	Gift & Memorial Fund	Office Supplies/Program Supplie	\$697.60	05/25/23	100 Years logo
				Total this claim	\$697.60		
10171	342	Gran-IT Consulting	Operating	Telephone and Internet	\$645.00	06/12/23	Maintenance on server
				Total this claim	\$645.00		
10172	343	hibu Inc--West	Operating	Advertising & Public Notices	\$20.30	06/12/23	payment 3 of 12
				Total this claim	\$20.30		
10173	344	hoopla	Operating	Databases	\$1,153.61	06/12/23	Digital resources for May 2023
				Total this claim	\$1,153.61		
10174	350	Illinois Library Association (i Rea	Gift & Memorial Fund	Program Costs	\$432.70	06/12/23	Children's Summer Reading
				Total this claim	\$432.70		
10175	345	Indiana American Water Co Inc	Operating	Water and Waste Disposal Servi	\$330.79	06/12/23	for 4/29/23-6/1/23
				Total this claim	\$330.79		
10143	314	Indiana State Library	Operating	Professional Meetings	\$350.00	05/25/23	INLLA 2023 Conference for Ashley Meyer
				Total this claim	\$350.00		

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10176	346	InfoExpress	Operating	Dues and Membership	\$4,080.00	06/12/23	Delivery service for M,T,W,Th,F
				Total this claim	\$4,080.00		
10177	347	Ingram Library Services	Operating	Books	\$3,322.54	06/12/23	
			Operating	Books	\$538.57		
			Operating	Books	\$1,855.13		
				Total this claim	\$5,716.24		
10144	315	Jim Horton	Operating	Program Costs	\$270.00	05/25/23	"Python Pam and Indiana Jim" Summer Reading Program on July 19th
				Total this claim	\$270.00		
10178	351	Kanopy Inc	Operating	Databases	\$59.00	06/12/23	Digital resources for May 2023
				Total this claim	\$59.00		
10179	352	KONE Inc	Operating	Repair & Maintenance Building	\$1,019.52	06/12/23	Elevator maintenance coverage to 8/31/23
				Total this claim	\$1,019.52		
10180	353	Lafayette Glass Co, Inc	2019 Construction Fund	Repair & Maintenance Building	\$3,708.04	06/12/23	2nd floor seal failure replaced
				Total this claim	\$3,708.04		
10145	316	Lafayette Symphony Orchestra	Operating	Program Costs	\$80.00	05/25/23	Summer Reading Programs on 6/29/23
				Total this claim	\$80.00		
10181	354	Light & Breuning Inc	Operating	Repair & Maintenance Garage	\$1,098.48	06/12/23	Tickets
				Total this claim	\$1,098.48		
10182	356	Marquis Handyman Service	Operating	Repair & Maintenance Building	\$495.00	06/12/23	Mounted various items, clean-up of statue
				Total this claim	\$495.00		
10183	355	Mary Sego	Operating	Office Supplies/Program Supplie	\$31.35	06/12/23	Display supplies for Summer Reading Display
				Total this claim	\$31.35		
10199	374	Melissa Freed	Anna Akley Gift Fund	Program Costs	\$104.04	06/12/23	Expenses for Nick's Retirement Party
				Total this claim	\$104.04		
10146	317	Metronet	Operating	Telephone and Internet	\$625.41	05/25/23	for 5/8/23-6/7/23
				Total this claim	\$625.41		
10184	357	Midwest Tape	Operating	DVD	\$793.53	06/12/23	
				Total this claim	\$793.53		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10185	358	MJV Group Inc	Operating	Repair & Maintenance Building	\$1,737.75	06/12/23	Janitor service for June 2023 and supplies
			Operating	Cleaning & Sanitation Supplies	\$750.23		
				Total this claim	\$2,487.98		
10147	318	netPark Software LLC	Operating	Repair & Maintenance Garage	\$324.50	05/25/23	Monthly usage fee for parking garage system for May 2023
				Total this claim	\$324.50		
10186	359	netPark Software LLC	Operating	Repair & Maintenance Garage	\$324.50	06/12/23	Monthly usage fee for parking garage system for June 2023
				Total this claim	\$324.50		
10148	304	OverDrive	Operating	eBooks	\$3,000.00	05/25/23	ebook purchases
			Operating	Audiobooks	\$669.54		
				Total this claim	\$3,669.54		
10187	360	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$311.07	06/12/23	Call Center support for Garage Parking System
				Total this claim	\$311.07		
0	305	Payroll	Operating	Library Director	\$3,662.72	05/17/23	for payroll of 5/1/23-5/14/23
			Operating	Full-time Employees	\$14,223.68		
			Operating	Part-time Employees	\$10,140.31		
			Operating	Employer's Share-FICA & Medic	\$2,076.34		
			Operating	Unemployment Compensation	\$45.96		
				Total this claim	\$30,149.01		
0	361	Payroll	Operating	Library Director	\$3,662.72	05/31/23	for payroll of 5/15/23-5/28/23
			Operating	Full-time Employees	\$14,223.68		
			Operating	Part-time Employees	\$10,925.12		
			Operating	Employer's Share-FICA & Medic	\$2,457.87		
			Operating	Unemployment Compensation	\$43.51		
			Anna Akley Gift Fund	Full-time Employees	\$4,198.32		
				Total this claim	\$35,511.22		
0	306	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,003.27	05/19/23	for payroll of 5/1/23-5/14/23
			PERF	Salary and Wages	\$536.60		
				Total this claim	\$2,539.87		
0	362	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$2,003.27	06/02/23	for payroll of 5/15/23-5/28/23
			PERF	Salary and Wages	\$536.60		
				Total this claim	\$2,539.87		

<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>
10188	363	Quality Plumbing and Heating of	2019 Construction Fund	Repair & Maintenance Building	\$15,126.00	06/12/23	Installation of temperature/humidity sensors and thermostats
				Total this claim	\$15,126.00		
10189	364	Quill Corp	Operating	Office Supplies/Program Supplie	\$191.97	06/12/23	
			Operating	Cleaning & Sanitation Supplies	\$267.47		
				Total this claim	\$459.44		
10190	365	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	06/12/23	for 6/9/23-7/8/23
				Total this claim	\$194.52		
10191	366	Ronelle Keck	Operating	Dues and Membership	\$25.00	06/12/23	Refund of proctoring fee--student paid, but did not use test slot
				Total this claim	\$25.00		
10149	320	Scholastic Library Publishing	Gift & Memorial Fund	Office Supplies/Program Supplie	\$226.10	05/25/23	Summer Reading Program books donated by Joe and Barbara Krause
				Total this claim	\$226.10		
10150	319	SchoolLife	Operating	Office Supplies/Program Supplie	\$85.80	05/25/23	Supplies for Summer Reading
				Total this claim	\$85.80		
10151	321	Scott Tracey	Operating	Traveling Expense	\$211.56	05/25/23	Travel to NICCL IT Roundtable and ISL Budget Meeting
				Total this claim	\$211.56		
10192	367	Shelley Lowenberg-DeBoer	Anna Akley Gift Fund	Program Costs	\$1,058.61	06/12/23	Reimburse charges for Nick's retirement dinner by Board
				Total this claim	\$1,058.61		
10193	368	T-Mobile	Operating	Telephone and Internet	\$357.00	06/12/23	Hotspots for 4/21/23-5/20/23
				Total this claim	\$357.00		
10194	369	Tsai Fong Books Inc	Operating	Books	\$40.63	06/12/23	Chinese book
				Total this claim	\$40.63		
10195	370	Unique Management	Operating	Other Professional Services/Ban	\$121.02	06/12/23	Placements and Notices for May 2023
				Total this claim	\$121.02		
10196	371	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban	\$3,750.00	06/12/23	Garage Maintenance
				Total this claim	\$3,750.00		
10152	322	Verizon Wireless	Operating	Telephone and Internet	\$40.01	05/25/23	for 4/2/23-5/1/23
				Total this claim	\$40.01		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10197	372	West Bend Mutual Insurance Co	Operating	Other Insurance: Property and L	\$438.00	06/12/23	
				Total this claim	\$438.00		
10153	323	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$405.76	05/25/23	for 1/31/23-2/28/23
				Total this claim	\$405.76		
10154	324	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Building	\$42,255.00	05/29/23	For stored materials
				Total this claim	\$42,255.00		
10198	373	Wintek Corp	Operating	Telephone and Internet	\$933.00	06/12/23	Equipment rental for July 2023 and monthly Fiber Agreement. Fiber maintenance 8/1/23-7/12/24. Annual DNS for June.
				Total this claim	\$933.00		

Total Amount of Claims \$201,644.87

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.

Monday, June 12, 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 13th day of JUNE, 2023.

SIGNATURES OF GOVERNING BOARD

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