

ST. JOSEPH COUNTY PUBLIC LIBRARY
South Bend, Indiana

LIBRARY BOARD MEETING

**Monday, July 28, 2008 – 4:15 p.m. at the
Main Library
304 S. Main Street
South Bend, Indiana 46601
in the Presentation Room – 3rd Floor**

AGENDA

1. Call to Order.
2. Determination of quorum.
3. Library Board Minutes of the Special Library Board meeting held on July 14, 2008.
4. Director's Report.
5. Library Bill List for July 28, 2008.
6. Personnel Changes:

Resignations:

(Mr.) Rusty Heckaman, Part-time Circulation Associate, (Level 5), Circulation Services, Main Library, effective July 18, 2008.

(Ms.) Erica Felix, Part-time Circulation Associate, (Level 5), Tutt Branch, effective July 3, 2008.

(Ms.) Kathryn Carmichael, Part-time Circulation Associate, (Level 5), Circulation Services, Main Library, effective July 25, 2008.

(Mr.) Eric Finnstrom, Temporary Housekeeper Aide, (Level 2), Custodial Services, Main Library, effective July 18, 2008.

(Ms.) Taj-Marie Laskowski, Shelver, (Level 3), Tutt Branch effective July 9, 2008.

Terminations:

(Ms.) LenQuece Lipsey, Shelver, (Level 3), River Park Branch, effective June 4, 2008,

7. **Reports of Special Library Board Committees.** The Library Board Committees did not meet to review the proposed 2009 Library Budget and Levy. The budget was presented for the first time to the Board in the Special Open Board meeting held on July 14, 2008.
8. Unfinished Business:
 - a. **SJCPL Service Directions for 2009:** Prepared and presented by Debra Futa, Assistant Director.
 - b. **Year 2009 Library Budget and Levy: Library Board approval of the Notice To Taxpayers** for publication of the proposed 2009 Library Budget & Levy in the South Bend Tribune and in the Tri-County News on August 1st and 8th, 2008, setting the Public Hearing for the proposed 2009 Library Budget & Levy on Monday, August 25, 2008, at 4:15 p.m. E.S.T.) and the adoption of the proposed 2008 Library Budget & Levy on Monday, September 29, 2008, at 4:15 p.m. (E.S.T.), both to be held at the Main Library, Presentation Room.
 - c. **Long Range Capital Improvement Plan 2005-2009 – Phase II: Expansions & Renovations of the Four City Branch Libraries – Furniture, Equipment, and Shelving Specifications Manual and Notice To Bidders.** Presentation by Heidi Bash, ASID, consultant to Forum Architects, LLC; Library Board approval of the specifications manual and the Notice To Bidders.
 - d. **SJCPL’s Long Range Capital Improvements Plan, 2005-2009 – Phase II: Main Library Circulation Area Remodeling Project – Construction Specifications Manual & Notice To Bidders:** Presentation of Construction Specifications Manual and the Notice To Bidders by Jeff Anglemyer, A.I.A., of Arkos Design, Inc. to remodel Main Library Circulation area for RFID upgrade; Library Board approval of the Construction Specifications Manual and the Notice To Bidders for this project.
9. New Business:
 - a. **SJCPL Financial impact on SJCPL of Indiana House Bill 1001:** Library Board consideration of proposed reductions in services from September 1, 2008 through May 31, 2009 in anticipation of estimated \$990,000 reduction in property tax income for 2009 Operating Budget.
 - b. **Proposed Voluntary Reduction of Personnel Hours:** Library Board consideration of the proposed guidelines and procedures for voluntary reductions in personnel hours.

- c. **SJCPL's Long Range Capital Improvements Plan, 2005-2009 – Phase II: Real Estate Purchase and Real Estate Lease Agreements between the St. Joseph County Public Library and Saleh Fouad & Hana Hana for 110 Wayne Street, for the future Expansion of the Main Library:** Library Board consideration and approval of said Agreements.
 - d. **Public Service Policy Manual – Proposed New Video Games Collection and Proposed Procedures and Fees.** Library Board consideration of a new Video Games collection and its proposed policies, procedures and fees.
 - e. **Library Board Resolution to Declare Excess** withdrawn Library Computer Equipment & Peripherals subject to public sale.
10. Other Business.
 11. Hearing of Visitors. Members of the public are invited to address the Library Board.
 12. News & Education Items.
 13. The next Library Board meeting dates to schedule:

Library Board Meeting, Monday, August 25, 2008, 4:15 p.m., at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. **Conduct the Public Hearing** on the proposed 2009 Library Budget and Levy; conduct other business of the Library Board.

Library Board Meeting, Monday, September 8, 2008, 4:15 p.m., at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Conduct the business of the Library Board.

Library Board Meeting, Monday, September 29, 2008, 4:15 p.m., at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. **Adopt** the proposed 2009 Library Budget and Levy; conduct other business of the Library Board.

Library Board Meeting, Monday, October 27, 2008, 4:15 p.m., at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Conduct other business of the Library Board.
 14. Adjournment.

Donald J. Napoli, Director