

ST. JOSEPH COUNTY PUBLIC LIBRARY
South Bend, Indiana

LIBRARY BOARD MEETING

**Monday, August 28, 2006 – 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 Library Board meeting held on July 31, 2006 (rescheduled from July 24, 2006 due to lack of a quorum).
4. Director's Report.
5. Library Bill List for August 28, 2006.
6. Personnel Changes:

Appointments:

(Ms.) Amber Bentley, Shelver, (Level 3), Francis Branch, effective July 19, 2006.

(Mr.) Sean Conlon, Substitute Circulation Associate, (Level 5), Human Resources, Main Library, effective July 24, 2006.

(Mr.) Timothy Gilleand, Substitute Circulation Associate, (Level 5), Human Resources, Main Library, effective July 31, 2006.

Promotions:

(Ms.) Crystal Monnin, from Shelver (Level 3), Francis Branch, to Circulation Associate, (Level 5), Circulation Services, Main Library, effective August 6, 2006.

Transfers:

(Ms.) Rona Miller, Library Assistant, (Level 8), from Sights & Sounds to Magazines, Newspapers, Fiction, effective August 6, 2006.

Reclassification:

(Ms.) Elizabeth Feil, Assistant Manager, (Level 10) to Manager (Level 12), Local History & Genealogy Services, Main Library, effective September 1, 2006.

Rehired:

(Ms.) Jovan O. Pollard, Readmobile Technician, (Level 5), Special Services, Main Library, effective July 24, 2006.

(Mr.) Adam Tarwacki, Substitute Circulation Associate, (Level 5), Human Resource, Main Library, effective August 1, 2006.

Resignations:

(Ms) Julia Vander Weide, Shelver, (Level 3), Circulation Services, Main Library, effective August 16, 2005.

(Ms.) Linda S. Smith, Acquisition Technician, (Level 5), Acquisition Services, Main Library, effective August 19, 2006.

(Ms.) Toya Miller, Circulation Associate, (Level 5), Circulation Services, Main Library, effective August 10, 2006.

(Ms.) Crystal Gleason, Library Assistant, (Level 8), Francis Branch, effective August 12, 2006.

(Ms.) Amanda Cukrowicz, Shelver, (Level 3), Francis Branch, effective August 19, 2006.

Corrections:

(Ms.) Sigrid Schuchard, from Substitute Circulation Associate (Level 5) to Circulation Associate, Centre Township Branch, effective from July 23, 2006 to July 31, 2006.

7. **Reports of Special Library Board Committees.** No special Library Board Committee meetings were held since the last Library Board meeting.

8. Unfinished Business:

- a. **2007 Library Budget and Levy: Public Hearing for the proposed 2007 Library Budget & Levy:** The Library Board will conduct a Public Hearing on the proposed 2007 Library Budget and Levy at this time as advertised in the *South Bend Tribune* and the *Tri-County News* newspapers on August 4 and 11, 2006.

- Submittal of the Proofs of Publication of the Notice To Taxpayers.
- Public Hearing on proposed 2007 Library Budget & Levy.

- b. **SJCPL's Long Range Capital Improvements Plan, 2005-2009 – Phase II: Library Board approval of the following AIA Agreements for Architectural Services based on Proposals accepted by the Library Board on July 31, 2006:**

- AIA Document B141 – 1997 Parts I & II, Standard Form of Agreement between St. Joseph County Public Library and **Arkos Design, Inc.** for the new **German Township Branch Library**, dated August 28, 2006.
- AIA Document B141 – 1987, Standard Form of Agreement Between St. Joseph County Public Library and **James Childs Architects** for the Expansion & Renovation or Reconstruction of the **Roger B. Francis Branch Library**, dated August 28, 2006.
- AIA Document B141 – 1997 Parts I & II, Standard Form of Agreement between St. Joseph County Public Library and **Forum Architects, LLC** for Expansions & Renovations of the **LaSalle, River Park, Virginia M. Tutt, and Western Branch Libraries**, dated August 28, 2006.
- AIA Document B141 – 1997 Parts I & II, Standard Form of Agreement between St. Joseph County Public Library and **Engberg Anderson Partnership, Inc. in association with The Troyer Group, Inc.** for the **Expansion & Renovation of the Main Library**, dated August 28, 2006.

- c. **Long Range Capital Improvement Plan 2005-2009 – Phase I: New North Liberty Branch – Change Orders:** Library Board Approval of Change Orders 2, 3, 4, 5, & 6 with Kaser-Spraker Construction, Inc. for the Construction of the new North Liberty Community Branch Library for a total additional amount to the original contract of \$17,682.

9. New Business:
 - a. **SJCPL Public Service Policy Manual, revised 8/28/2006:** Library Board approval of the revised and reorganized Public Service Policy Manual, effective August 28, 2006 (includes a proposal to extend Readmobile loan period from three to four weeks).
 - b. **SJCPL Employee Educational Assistance Proposal:** Library Board consideration of the proposed Employee Educational Assistance Proposal, dated August 14, 2006.
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, September 11, 2006, 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 2007 Library Budget and Levy** and conduct the business of the Library Board.

Library Board Meeting, Monday, September 25, 2006, 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, October 30, 2006, 4:15 p.m., at the Roger B. Francis Branch, 52655 Ironwood Road, South Bend, Indiana 46635 in the Community Meeting Room. Approve the **Building Program for the Roger B. Francis Branch Library** and other business of the Library Board.

Special Library Board Meeting, Monday, November 13, 2006, 4:15 p.m., at the Western Branch Library, 611 Lombardy Drive, South Bend, Indiana 46619 in the Community Meeting Room. Approve the **Building Programs for the German Township, LaSalle, River Park, Virginia M. Tutt, and Western Branch Libraries** and conduct the business of the Library Board.

Library Board Meeting, Monday, November 27, 2006, 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, December 11, 2005, 4:15 p.m., at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Approve the **Building Program for the Main Library** and conduct the business of the Library Board.

14. Adjournment.

Donald J. Napoli, Director