

ST. JOSEPH COUNTY PUBLIC LIBRARY
South Bend, Indiana

LIBRARY BOARD MEETING

**Monday, March 26, 2007 - 4:30 p.m. or
Immediately following the Closed Executive Session at 4:15 p.m.**

**Main Library - Presentation Room, 3rd Floor
304 South Main Street
South Bend, Indiana 46601**

AGENDA

1. Call to Order.
2. Determination of quorum.
3. Library Board Minutes: Library Board approval of the Library Board minutes of the Regular monthly meeting held on February 26, 2007.
4. Director's Report.
5. Library Bill List for March 26, 2007.
6. Personnel Changes:

Appointments:

(Ms.) Lori Lutin, Part-time Circulation Technician, (Level 6), North Liberty Branch, effective March 5, 2007.

(Mr.) Marc T. Raymond, Substitute Custodian, (Level 4), Custodial Services, Main Library, effective March 21, 2007.

(Mr.) Roosevelt Topps Jr. , Substitute Security Officer, (Level 5), Security Services, Main Library, effective March 19, 2007.

Promotions:

(Ms.) Lisa K. O'Brien, from Part-time Circulation Associate, (Level 5) to Part-time Library Assistant, (Level 8), Sights & Sounds, Main Library, effective March 19, 2007.

Reassignment:

(Ms.) Melissa Krakowski, from Substitute Library Assistant, (Level 7) to Library Assistant, (Level 8), North Liberty Branch, effective March 18, 2007.

Resignations:

(Mr.) Joel Viramontes Jr., Shelver, (Level 3), Western Branch, effective March 1, 2007.

(Ms.) Rebecca M. Skinner, Library Assistant Substitute, (Level 7), Human Resource, effective February 23, 2007.

(Ms.) Arlene Tudor, Shelver, (Level 3) Centre Township Branch, effective March 2, 2007.

(Ms.) Paula Thompson, Circulation Associate, (Level 5), Francis Branch, effective March 31, 2007.

(Mr.) Andrew Koester, Shelver, (Level 3), Francis Branch, effective March 10, 2007.

(Ms.) Tammy Hall, Shelver, (Level 3), Francis Branch, effective March 17, 2007, (Accept Another Position).

7. **Reports of Special Library Board Committees.** No special Library Board Committee meetings were held since the last Library Board meeting.
8. Unfinished Business: there is no unfinished business to propose at this time.
 - a. **SJCPL's Long Range Capital Improvements Plan, 2005-2009 – Phase II: Schematic Design for the new Roger B. Francis Branch Library.** Library Board review and approval of one of three Schematic Designs prepared by James Childs Architects, Inc., for the new Roger B. Francis Branch Library; Board authorizes the architect to begin the Design Development phase.
 - b. **SJCPL's Long Range Capital Improvements Plan, 2005-2009 – Phase II: Design Development for the Expansions & Renovations of the Four City Branch Libraries.** Library Board review and approval of Design Development plans prepared by Forum Architects, Inc., for the expansions & renovations of the LaSalle, River Park, Virginia M. Tutt, and Western Branch Libraries; Board authorizes the architect to begin the Construction Documents phase.
 - c. **Long Range Capital Improvement Plan 2005-2009 – Phase II: Real Estate Purchases:** Library Board Consideration of Agreements to Purchase additional real estate parcels for the future expansions of the LaSalle Branch Library and the Western Branch Library.

9. New Business:
 - a. **SJCPL's Long Range Capital Improvements Plan, 2005-2009 – Phase II: Financial Plan to Fund Phase II Prepared by Umbaugh & Associates, Financial Advisors:** Presentation by Richard Treptow of Umbaugh & Associates, on a proposed plan of finance for Phase II of the Library's Capital Improvement projects.
 - b. **SJCPL's Long Range Capital Improvements Plan, 2005-2009 – Phase II: Notice of Public Hearing on Preliminary Determination to Issue General Obligation Bonds:** Library Board authorizes a Public Hearing for a preliminary determination to issue general obligation bonds for Phase II of the Library's Capital Improvements Plan for 2007 through 2009, said Public Hearing to be held at the regular monthly meeting of the Library Board on Monday, April 23, 2007 at 4:15 p.m., in the Presentation Room at the Main Library, 304 S. Main Street, South Bend, IN 46601.
 - c. **Proposed Library Capital Projects Plan, 2008-2010:** Library Board approval to publish the Notice to Taxpayers for the proposed Library Capital Projects Plan for 2008 through 2010.
 - d. **Global Access Point Proposal for Internet Provider (IP) Services for the St. Joseph County Public Library:** Library Board consideration and approval of the proposal of Global Access Point, Inc. to provide one year of Internet Provider (IP) Services to the St. Joseph County Public Library, beginning on or about April 1, 2007.
 - e. **SJCPL Grant Proposal for 2007 Annual Open Book Festival.** Library Board approval to submit this grant request.
 - f. **SJCPL Employee Policy Change: Clarification of the Paid Time Off (PTO) Benefit for Full-Time Staff (Section 18).** Library Board approval of the proposed change to clarify the policy.
 - g. **Funds Transfer Service Agreement between 1st Source Bank and St. Joseph County.** Library Board approval of the proposed Agreement.
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, April 23, 2007, 4:15 p.m., at the Main Library, 304 S. Main Street, South Bend, Indiana 46601 in the Presentation Room. Conduct a Public Hearing on a preliminary determination to issue general obligation bonds and conduct other business of the Library Board.

Library Board Meeting, Monday, May 21, 2007, 4:15 p.m., at the Centre Township Branch Library, 1150 E. Kern Road, South Bend, Indiana 46614 in the large Community Meeting Room. To conduct the business of the Library Board.

Library Board Meeting, Monday, June 18, 2007, 4:15 p.m., at new North Liberty Branch Library, 104 E. Market Street, North Liberty, Indiana 46554 in the Community Meeting Room. To conduct the business of the Library Board.

14. Adjournment.

Donald J. Napoli, Director