

ST. JOSEPH COUNTY PUBLIC LIBRARY
South Bend, Indiana

LIBRARY BOARD MEETING

Monday, September 25, 2006 - 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 Minutes for Library Board meeting of September 11, 2006.
4. Director's Report.
5. Library Bill List for September 25, 2006.
6. Personnel Changes:

Appointments:

(Ms.) Rebecca Skinner, Substitute Library Assistant, (Level 7), Human Resources, Main Library, effective August 21, 2006.

(Ms.) Beatrice Zovich, Shelver, (Level 3), Circulation Services, Main Library effective September 5, 2006.

(Mr.) Andrew Koester, Shelver, (Level 3), Francis Branch, effective September 12, 2006.

(Ms.) Jozette Kramer, Shelver (Level 3), Francis Branch, effective September 11, 2006.

Promotions:

(Ms.) Melissa Elkins, from Floater Assistant, (Level 7), Human Resources to Library Assistant, (Level 8), Francis Branch, effective September 3, 2006.

(Ms.) Sharon Clark, from Circulation Associate, (Level 5) to Floater Assistant, (Level 7), Human Resources, Main Library, effective September 17, 2006.

(Mr.) Jacob Moore, Circulation Associate, (Level 5), Circulation Services, Main Library, effective September 17, 2006.

(Ms.) Alicia Zartman, Circulation Associate, (Level 5), Circulation Services, Main Library, effective September 17, 2006.

(Ms.) Kathleen Cripe, from Library Clerk, (Level 4) to Circulation Associate, (Level 5), Circulation Services, Main Library, effective September 17, 2006.

(Ms.) Lateka Armstrong, from Processing Aide, (Level 2) to Cataloging Clerk, (Level 4), Cataloging Services, Main Library, effective September 17, 2006.

Transfers:

(Ms.) Kelli Riley from Circulation Associate, (Level 5) Circulation Services to Acquisition Technician, (Level 5), Acquisition Services, Main Library, effective August 20, 2006.

Reassigned:

(Mr.) Sean Conlon, from Substitute Circulation Associate, (Level 5), Human Resources to Library Assistant, (Level 8), Sights & Sounds, Main Library, effective August 20, 2006.

(Ms.) Tiona Ottbridge, from Summer Work Study, (Level 4), to Substitute Circulation Associate, (Level 5), Human Resources, Main Library, effective August 14, 2006.

Rehired:

(Mr.) Jacob Moore, Circulation Associate, (Level 5), Circulation Services, Main Library, effective August 17, 2006.

Deletion from Active Personnel/Payroll Files:

(Ms.) Kisha Jorgenson-Lazo, Circulation Associate, (Level 5), Circulation Services, effective September 17, 2006.

Resignations:

(Ms.) LaQuitia Davis, Processing Aide, (Level 2), Cataloging Services, Main Library, effective August 7, 2006.

(Mr.) William Harris, Circulation Associate, (Level 5), Western Branch, effective August 19, 2006.

(Ms.) Julie Brackett, Shelver, (Level 3), Centre Township Branch, effective August 14, 2006.

(Ms.) Sondra Solloway, Shelver, (Level 3), Western Branch, effective September 2, 2006.

(Ms.) Novella Brooks de Vita, Library Assistant, (Level 8), River Park Branch, effective September 15, 2006.

Terminations:

(Ms.) Julia Cooper, Housekeeper, (Level 3), Custodial Services, Main Library, effective September 7, 2006.

Corrections:

(Ms.) Donna Hagler, Security Officer, (Level 5), Western Branch, effective July 24, 2006.

(Ms.) Elizabeth Feil, Assistant Manager, (Level 10) to Manager (Level 12), Local History & Genealogy Services, Main Library, effective from September 1, 2006 to September 3, 2006.

7. Reports of Special Library Board Committees: There are no special committee meetings to report.
8. Unfinished Business:
 - **Civic Technologies GIS Study Reports & Proposal:** Library Board review of the two GIS studies of patron usage conducted by Civic Technologies, Inc.; Board consideration of the Revised Proposal for Library Decision Patron 2006-2007 study.
9. New Business:
 - a. **Flu Vaccinations for Library Employees and Volunteers:** Library Board approval of the proposed 2006 flu vaccination program for all Library employees and volunteers.

- b. **SJCPL Microcomputer Equipment and Peripherals for the St. Joseph County Public Library**: Library Board approval of the specifications document, dated September 25, 2006, and the Notice to Bidders.
 - c. **Request For Proposals for Self-Check & RFID System for the St. Joseph County Public Library, dated September 25, 2006**: Library Board approval to notify potential bidders.
 - d. **Public Service Policy Manual Change – Reserves, paragraph 3.9 and Appendix D**: Proposal to eliminate all patron fees for reserving or holding all types of library materials (except videos which patrons will no longer be able to reserve), including reserves by PLACard holders.
 - e. **2007 “Open Book” Program Grant Request to Wells Fargo Bank, South Bend, IN**: Library Board approval to submit this grant application to Wells Fargo Bank.
 - f. **Library Board Resolution to Declare Excess Withdrawn Library Materials**, subject to sale to the Friends of the St. Joseph County Public Library for \$1.00.
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:

Closed Executive Session, Monday, September 25, 2006, 4:45 p.m. or immediately following the Open Library Board Meeting on this day preceding this meeting, at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Discuss negotiations and purchase agreements on real estate and the Director’s annual performance review, under the provisions of Indiana’s Open Door Law, I.C. 5-14-1.5-6(b)(2)(D) and I.C. 5-14-1.5-6(b)(8).

Special Library Board Meeting, Monday, October 9, 2006, 4:15 p.m., at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Award Bids for the **New Lakeville Branch Library** and 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, 2006, 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