

ST. JOSEPH PUBLIC LIBRARY
Building Committee Meeting
February 26, 2026 5:00 p.m., Washington Park Library

MINUTES

The Building Committee of the Board of Trustees of the St. Joseph Public Library met on February 26, 2026 at 5:00 p.m. at Washington Park Library. Committee members in attendance were Harriet Gordon, Rosetta Ballew-Jennings, and Jessica Poet (staff). Kyla Ward was absent. Kate Davison attended from the Board of Trustees. Mary Beth Revels and Katie Green were present from the staff.

Harriet Gordon called the meeting to order and roll call was taken.

There was no Old Business.

Under new business, Mary Beth Revels reported that the HVAC unit in the East Hills Library server room needs to be replaced. Bids were received from The Waldinger Corporation and IHP Industrial, Inc. Lippert Mechanical Services Corporation declined to bid. It was suggested to schedule weekly walk-throughs at each branch to ensure evidence of leaks, structural problems, and any other changes to the buildings are caught early and addressed. **Rosetta Ballew-Jennings moved and Jessica Poet seconded, to accept the bid from The Waldinger Corporation. All Committee members in attendance voted “yes.” Motion carried.**

Mary Beth Revels presented the Maintenance Punch List that has been in use since September to help track what’s being done on the buildings, as well as other details like dates and contractors used. Katie Green, Anthony Prawitz, and Mary Beth Revels meet monthly to discuss the list. It was noted that the list does not include finished items which would be instructive. Katie Green reported finished items could easily be provided and will be included in the future.

Lastly in new business, Mary Beth Revels discussed the project to replace the front steps at Washington Park Library. One of the contractors who was asked to bid requested a “scope of work” so Mary Beth and Katie Green reached out to Snyder Engineering for assistance in creating that. After that meeting and additional research, it was determined that the front steps were replaced in the 1980s. The St. Joseph Museums has the architectural drawings from that project, and they scanned them for library staff. Snyder Engineering reviewed those drawings and determined they met the need for the “scope of work.” Rosetta Ballew-Jennings suggested another potential vendor to contact for another bid.

There was no other new business.

There was no public comment.

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CITY CLERK

There being no further business, **Jessica Poet moved and Rosetta Ballew-Jennings seconded to adjourn the meeting. All Committee members in attendance voted “yes”. The motion carried.**

The next meeting will be March 26, 2026, 5:00 p.m., at the Downtown Library.

Katie Green
Secretary Pro Tempore