

**TIPPECANOE COUNTY PUBLIC LIBRARY**

**REGULAR BOARD MEETING**

627 South Street, Lafayette, Indiana

**August 7, 2018**

**MINUTES**

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, August 2, 2018 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Gail Summers, Vice-President  
Dave Lahr, Treasurer  
Stephen Bultinck, Secretary  
Dinah McClure, Member  
Brandon Hawkins, Member

**ABSENT:**

Lora Goonewardene, President  
Mida Grover, Member

**GUESTS**

Jos N. Holman, County Librarian

Vice President Gail Summers chaired the regular Board meeting and called it to order at 7:02 p.m.

Board Treasurer Dave Lahr led the Board in reciting the Pledge of Allegiance.

Board member Dinah McClure moved the **Board Minutes** of July 3<sup>rd</sup>, 2018 be approved as presented. Mr. Lahr provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items from his report. He reported efforts to raise TCPL's visibility in our community had a successful start as four TCPL staff members interacted with over 570 people at the Wabash RiverFest on July 14<sup>th</sup>. Though the event was rained out, staff conveyed positive comments about interactions with festival goers while sharing library resources. The next scheduled activity is the August 11<sup>th</sup> "*Mosey down Main Street.*" Plans are being made to attend two more summer events. Mr. Holman indicated TCPL made progress on the restoration work associated with the Red Crown Mini-Museum with repairs to the brickwork and overhead lintels going well. The next step is to clean the cement floors and make the garage doors more operable. Also, replacement of the electrical panel is slated for the third week in August. The 24-Hour Library should be installed the week of September 10 with training scheduled the following week. A soft opening of the 24-Hour Library will occur in early October. Finally, Mr. Holman informed the Board a small group of TCPL staff members started investigating replacement options for TCPL's Integrated Library System (ILS) or online catalog. Though the change is eight months away, to effectively facilitate this change TCPL must explore several options right now. Initially, an onsite introduction to the Polaris ILS is slated for Wednesday morning, August 29<sup>th</sup> at the downtown library. All staff members are invited to attend this activity.

Board member Brandon Hawkins moved to approve the August 7<sup>th</sup>, 2018 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities committee chair Brandon Hawkins reported the request for proposals (RFP) for a Construction Manager at Risk was completed and made available by request. There have been a few inquiries but no official responses. The public notice indicated a submission date of August 13<sup>th</sup>, 2018. Selected interviews would take place at the end of next week, August 16<sup>th</sup> and 17<sup>th</sup>. With limited responses, the County Librarian will check with attorney Bob Bauman to make sure of legal options for TCPL depending on the number of responses received through the RFP. The Board discussed the possibility of speaking to local construction management firms to see if they would respond to the RFP if directly invited to do so. It was decided to wait until the submission date and time was over to see if this approach is necessary.

Also, under **Committee Reports**, Mrs. Summers reported for the Personnel Committee. She indicated the committee met July 16<sup>th</sup> with two topics. With the County Librarian and Human Resources Coordinator Steve Berman in attendance the committee further discussed the draft job descriptions for "Divisional Leaders", two new administrative positions recommended by the County Librarian. The positions continue to be delineated by major functions related to "technology and support services" and "programs and services." The committee discussed the revisions made to the job descriptions, alternative job titles, and compensation for the positions. There was consensus the job title would be "Divisional Librarians." Mrs. Summers stated recommendations for actions on the two new positions will be made under New Business. Also, Mrs. Summers reported a completed evaluation of the County Librarian was shared during the committee meeting.

Finally, under the heading of **Committee Reports**, Foundation Liaison Dinah McClure reported on the recent TCPL Foundation Board of Directors August 1<sup>st</sup> meeting. Ms. McClure mentioned the Foundation board welcomed and voted in new member Rita Smith. Mrs. Smith works at First Merchants (LB&T) and was in attendance at the meeting. Ms. McClure also reported for the first time, the Foundation board reviewed financial statements from Morgan Stanley (MS) since moving their assets to the company at the beginning of the year. Presently, the Foundation has a substantial balance in their MS account and an endowment of \$26,000 at the Community Foundation of Greater Lafayette. Finally, Ms. McClure reported the Foundation board decided its 2018 annual appeal will center on the South branch construction project.

Under the heading of **Other Reports**, Friends President Janet Bessler reported on a couple of activities the Friends are presently working on. She mentioned the Friends are actively recruiting additional volunteers and new members. The Friends are working to increase publicity about the group and their special activities. Finally, Mrs. Bessler reported she followed up to contact the National Honor Society at Lafayette Jeff High School. The NHS students may be interested in volunteering for the Friends.

There was no **Old Business** to consider.

Under the heading of **New Business**, the County Librarian reviewed the 2019 Budget Outline, a document containing the necessary steps to advertise and adopt the 2019 budgets. The Board traditionally reviews the budget process each year to ensure the upcoming budget is properly advertised and adopted within the Department of Local Government Finance deadlines. Once the process is accepted, TCPL will utilize Gateway Online to publish its notification of the 2019 budgets for public awareness. There was Board consensus to accept the outlined process and to continue with the necessary steps to file the budget. Board Secretary Stephen Bultinck recommended approval of the 2019 Budget Outline as presented. Mr. Lahr provided a second and the motion passed.

Continuing with **New Business**, the County Librarian provided background information on the creation of two new administrative positions. The Board previously agreed to allow the County Librarian to pursue this idea. Mr. Holman, HR Coordinator Steve Berman, and TCPL department heads organized major functions and developed job descriptions. Mr. Holman presented an overview of a new organizational chart that incorporated the two new Divisional Librarian positions and the reporting structure associated with this change. As previously reported, the Personnel committee had two opportunities to discuss and review the recommended changes. Mr. Holman pointed out the job descriptions would be considered "draft job descriptions" until a new hire spent six months or so in the position. Mr. Bultinck moved to approve the Divisional Librarian positions and allow the proper advertisement of the two new positions. The motion was seconded by Ms. McClure. The motion passed.

Finally, under **New Business**, Mr. Holman referred to the Personnel Committee actions which included the resignation of Facilities Coordinator Bob Mullett. Mr. Holman mentioned Mr. Mullett accepted another full-time position with the city of West Lafayette. His work ethic and dedication to getting tasks done were valuable to TCPL. Knowing TCPL has several facility projects going on, Mr. Mullett offered to work a few hours each week to coordinate the restoration work associated with the Red Crown Mini-Museum. It would be in the best interest of TCPL to utilize Bob in this way. The challenge is a determination of employee status for Bob. With input from the HR Coordinator, Mr. Holman's recommendation is that Mr. Mullett's resignation be accepted and then be reclassified as a temporary employee. Personnel code policies allow for this level of appointment. After a brief discussion, Ms. McClure moved to approve the reclassification of Bob Mullett to a temporary employee through September 30, 2018 with consideration of an extension if necessary. Mr. Bultinck provided a second and the motion passed.

Under the heading of **Other Business**, Mr. Lahr moved to approve the claims presented by the County Librarian starting with the prewritten claims numbered 27633 through 27662 totaling \$220,771.71 and the regular claims numbered 27664 through 27731 totaling \$558,337.56 for a grand total of \$779,109.27. Claim #27663 was purposely not used. Ms. McClure provided a second to the motion and the motion passed.

Also under **Other Business**, the County Librarian shared information regarding the absence of Board President Lora Goonewardene. He indicated Mrs. Goonewardene directly communicated a personal situation related to her mother's health. Mr. Holman also reported the Board of Trustees are now the sole owners of the estimated twenty-four acres of land at the intersection of CR 430 and South 18<sup>th</sup> Street. The property closed Monday, August 6<sup>th</sup>.

There were no **Comments from the Public** or **Comments from the Board**.

Ms. McClure moved to adjourn the regular Board meeting at 8:07 p.m. Mr. Hawkins seconded the motion and it carried.

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Stephen Bultinck, Secretary

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