TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 4, 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 30, 2018 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Mida Grover, Member

GUESTS
Jos N. Holman, County Librarian

President Lora Goonewardene chaired the regular Board meeting and called it to order at 7:05 p.m. Prior to the regular Board meeting at 7:00 p.m. President Goonewardene convened a public hearing on the 2019 budgets. There were no members of the public in attendance and therefore no public comments. Board Secretary Steve Bultinck moved to close the public hearing. Board member Brandon Hawkins seconded the motion and the motion passed.

Board member Dinah McClure led the Board in reciting the Pledge of Allegiance.

Mr. Hawkins moved the **Board Minutes** of August 7th, 2018 be approved as presented. Board Treasurer Dave Lahr provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items from his written report. He mentioned details on the progress of the 24-Hour Library project. To continue preparation for the installation of the 24-Hour Library, TCPL had to apply for a building permit with the city of Lafayette. The permit was needed because of the installation of a separate wall to enclose one side of the garage bay. Lafayette Glass proposed a tempered glass wall design with an estimated cost of $7,000. Also, as a stipulation of an approved permit, the Lafayette Fire Department requested door hardware specs that meet code and emergency lighting in the garage bay. We have initiated actions to meet both requirements. Additionally, Mr. Holman confirmed dates for the arrival (September 10th) and (September 11th) of the 24-Hour Library. Separate preparations are ongoing to put together the initial materials collection for the 24-Hour Library and detailed procedures for maintaining its collection. Mr. Holman reported on a couple of activities at the Klondike Branch. One is the September 13th launch of a new Hearthland Book Discussion series that highlights Midwestern authors. Melissa Fraterrigo is the first author slated to start the series. She will be followed by

Whitney Ferrell. Two more authors are scheduled for this fall. Also at Klondike, the Friends of the Library "Reading Patio" is being reconfigured. The patio has been off limits because of the instability of the brick retaining wall that borders the patio. The wall is being taken apart, lowered, and then reassembled in a sturdier way. Finally, Mr. Holman stated in an effort to better understand how individual study rooms are used across the library system, an informal approach to gather input is scheduled during the month of September. Specifically, a survey card that asks who is using the room, for what length of time, and for what purpose will be left in study rooms for self-completion and gathered by staff at the end of the day. Information that is gathered will be discussed and analyzed by the Management Team.

Board Vice-President Gail Summers moved to approve the September 4th, 2018 **Personnel Actions**. Ms. McClure seconded the motion. The County Librarian commented on the uncommon number of staff resignations and also the additional personnel action related to Bob Mullett. The motion passed unanimously.

Under the heading of **Committee Reports,** Facilities committee chair Brandon Hawkins updated the Board on the committee's work regarding the (RFP) for a Construction Manager at Risk (CMAR). Previously, a synopsis of the meeting was sent via email to the Board. Under advisement from attorney Bob Bauman regarding legal options for TCPL based on the number of responses received, on August 17th, the committee and architect Jeremy Duff met and conducted an interview for the CMAR. The committee completed a rubric based on the presentation and the written response to the RFP. After committee discussion, it was determined Kettelhut, Inc. gave a positive presentation and was a responsible company to oversee the South branch construction project. The five percent company fee seemed reasonable. Additionally, the committee fully acknowledged total construction costs are unknown at this time. The committee's recommendation will come under New Business.

Also, under **Committee Reports**, Mr. Lahr reported on the August 21st meeting of the Finance committee. He indicated all members were present. Mr. Lahr noted the committee had its first look at the 2019 Operating budget comparing it to the previous year budget. He mentioned the discussion led to a few individual budget lines being changed. Finally, he indicated the committee also discussed issuance and amount of the general obligation (GO) bond for the South branch construction project. More details on the GO bond timeline will be presented under Other Reports.

Under the heading of **Other Reports,** Friends President Janet Bessler was unable to attend the meeting. No report was given. Also, under Other Reports, the County Librarian shared an overview along with background information on the 2019 Operating Budget. Mr. Holman pointed out increases and decreases in major budget lines including a change in the amount proposed to transfer to LIRF. There were a few questions and observations about the year-long budget, but the Board did not make any specific changes.

Finally, under **Other Reports**, the County Librarian presented basic information regarding the issuance of a GO bond. He presented a two-page timeline

that must be followed and completed before the 2018 fiscal year ends. Mr. Holman indicated based on increased construction cost since the Wyandotte Branch was built a bond is needed in the amount of $4,500,000. Additional costs include an opening day collection, shelving, and furniture. Mr. Holman indicated the first two steps toward approving the bond will take place at the October Board meeting.

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

Under the heading of **New Business,** as reported by the Facilities committee, an interview was held for the CMAR based on the response to the request for proposals. Mr. Hawkins moved to accept the proposal for Kettelhut, Inc. to serve as the CMAR for the South branch construction project. Ms. McClure seconded the motion and the motion passed. The County Librarian was directed to send a letter of intent to Kettelhut to inform them of the decision while legal contracts are being formalized.

Also, under the heading of **New Business**, the County Librarian presented background information related to a new integrated library system (ILS). TCPL is nearing the end of a multi-year contract with its ILS vendor SirsiDynix. TCPL could continue with SirsiDynix , but another vendor has developed a more robust web-based client. The contract with SirsiDynix officially ends in April of 2019. Mr. Holman shared information on the advantages and increased options of a new system. He also shared a document representing the pricing structure and costs for a new system. To move forward, a contractual document must be signed with the new vendor to begin a six month implementation plan. Attorney Bob Bauman reviewed the contractual agreements and suggested one minor change. Mr. Holman requested the support of the Board to move forward in pursuit of implementing a new ILS. Ms. McClure made a motion to support staff members continuing the process to move forward in implementing a new ILS. Mr. Bultinck provided a second and the motion was approved.

Under the heading of **Other Business,** Mr. Lahr moved to approve the claims presented by the County Librarian starting with prewritten claims numbered 27732 through 27763 totaling $226,370.09 and the regular claims numbered 27764 through 27838 totaling $163,918.01 for a grand total of $390,228.10. Mr. Hawkins provided a second to the motion and the motion passed.

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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