

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

March 5, 2019

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, February 28, 2019 in conformity with the Indiana Open Meeting Act.

PRESENT:

Lora Goonewardene, President
Gail Summers, Vice-President
Dave Lahr, Treasurer
Stephen Bultinck, Secretary
Brandon Hawkins, Member
Mary Springer, Member

ABSENT:

Mida Grover, Member

GUESTS

Harry Mohler, Architect
Alex Gonzalez of Kettelhut
Nate Seacrest of Kettelhut
Jos N. Holman, County Librarian

Vice President Gail Summers called the regular Board meeting to order at 7:05 p.m. A quorum was declared to conduct business for the library.

Board Secretary Stephen Bultinck led the Board in reciting the Pledge of Allegiance.

Mrs. Summers turned the meeting over to President Lora Goonewardene who chaired the rest of the meeting. Board member Brandon Hawkins moved the **Board Minutes** of February 5th and February 22nd 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 shared information on several library related topics. He spoke about the final registration numbers of the Family Read Aloud Program held during the month of February. Thus far, 439 families signed up with 215 downtown, 145 at Klondike, 65 at Wyandotte, and 14 in Outreach. Mr. Holman mentioned TCPL completed the majority of the formal training presented by Innovative staff as the library moves to implement the new Polaris integrated library system (ILS). The training was a combination of on-site training and webinars. At this point, TCPL staff designed training will be used as a vehicle to train staff members who did not participate in the formal training. The library's "go-live" date is Wednesday, April 17th. First year basic cost for the ILS is \$64,995. Finally, Mr. Holman reported TCPL's Management team started a discussion and review of the key goals of TCPL's outdated strategic plan. The group is working through a process to update the plan by developing new objectives that line up with the goals. There will be several meetings before there is anything specific for staff members to react to.

Mrs. Summers moved to approve the March 5th, 2019 **Personnel Actions** including increases for performance pay. Mr. Bultinck seconded the motion and it passed unanimously.

There were no **Committee Reports**.

There were no **Other Reports**. Friends President Janet Bessler did not attend the meeting. However, Mr. Holman mentioned the Friends spring book sale, held the previous weekend, raised more than \$14,000.

Under the heading of **Old Business**, Facilities committee chair Brandon Hawkins reported on the special Board meeting held on February 22nd. Mr. Hawkins reminded the Board Kettelhut was asked to provide a cost difference comparing the Wyandotte construction cost to the South branch bids. He also reminded the Board that the bids expire on March 9th, 2019. The Board then received an update on the South branch contract and bids from Nate Seacrest and Alex Gonzalez of Kettelhut. Kettelhut representatives provided background information on the bid process and details on the number of contractors and subcontractors representing underrepresented groups. Mr. Seacrest also provided explanations for the increased construction costs of the project compared to Wyandotte. Mr. Gonzalez spoke on the AIA contract, the KJG Architect approved value engineered options, the bid alternates and the change order process. Also, Mr. Gonzalez clarified questions regarding the Guaranteed Maximum Price for construction costs. Upon further discussion, Mr. Hawkins moved to accept bids for the South branch construction project for a total contract price of \$4,718,551 including Alternate 1 and 2. Mr. Bultinck provided a second and the motion passed.

Mr. Seacrest indicated with good weather, there may be an opportunity to mobilize onsite in three to six weeks. He also confirmed a project sign was placed on the property. Mr. Hawkins thanked Mr. Seacrest and Mr. Gonzalez for attending the meeting and providing the information.

Under the heading of **New Business**, the County Librarian provided a March 2019 Surplus List. Mr. Holman commented on a few items on the list. He indicated TCPL took advantage of special sales of computer equipment and replaced several older public and staff computers that ran older Windows software. Also, with the donated copiers from Evonik, there were still a few copiers that needed to be removed. Based on Indiana Library law, specifically IC 36-12-3-5, TCPL may dispose of personal property to an "Indiana nonprofit library organization that is tax exempt and organized and operated for the exclusive benefit of the library". These are items which are not appropriate for the Friends to resale, so the items will go to local companies who recycle electronics and metal. Mr. Hawkins moved to approve the March 2019 Surplus List as presented. Mr. Lahr provided a second and the motion passed.

Also, under the heading of **New Business**, the agenda indicated action was needed on an Outstanding Check Warrants List. After further review of the detailed information from the library's accounting software and banking records, there were

no outstanding checks from 2016. Therefore, no Board action was necessary on this topic. The Outstanding Warrants action was deferred because it was not needed.

Under the heading of **Other Business**, Board Treasurer Dave Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 28344 through 28432. The prewritten claims were \$225,154.38 and the regular claims were \$144,129.53 for a grand total of \$369,283.91. Mrs. Summers seconded the motion and it passed.

Also under **Other Business**, President Goonewardene discussed a couple of open positions regarding Committee Assignments. With input from Board members, it was decided who would serve as a member of the TCPL Foundation and the Friends Liaison. It was also decided where new Board member Mary Springer would serve. The County Librarian indicated he would update the list and share it at the next Board meeting. Mr. Hawkins inquired about the statistics and use of the 24-Hour Library and the promotion of it as a service point. The County Librarian indicated he would need to follow up to get current information on this service point.

Mrs. Summers moved to adjourn the regular Board meeting at 8:03 p.m. Mr. Lahr seconded the motion and it carried.

Stephen Bultinck, Secretary

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