

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

August 6, 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, August 1, 2019 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, Vice-President
Dave Lahr, Treasurer
Brandon Hawkins, Member
Mary Springer, Member
Mida Grover, Member

ABSENT:

Lora Goonewardene, President
Stephen Bultinck, Secretary

GUESTS

Harry Mohler, Architect
Jos N. Holman, County Librarian

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

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

Board member Brandon Hawkins moved the **Board Minutes** of July 2nd, 2019 be approved as presented. Board member Mary Springer provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on several library related items. He stated TCPL's Directors and Officers insurance was renewed in July. The insurance covers the policies, decisions and actions of the Board of Trustees. Underwood Insurance agent Craig Graham coordinated the renewal of the policy. For budgeting purposes, the three year \$10,185 renewal is set up for three annual payments of \$3,395. Mr. Holman referred to the monthly claims to point out payments were made in July for Innovative Interfaces, INC. (the parent company for the Polaris ILS). One payment was for the implementation, support and training phase of the software and the second payment was for the annual cost of the Integrated Library System (ILS). TCPL paid a similar annual cost for the SIRSIDynix ILS. Next Mr. Holman mentioned the Lafayette Fire Department conducted a three year inspection of the sprinkler and fire alarm systems in the Stein Building. There were no major issues with any of the sprinkler and backflow systems. There were a few minor citations for items improperly stored in the maintenance room space between library operations and MatchBOX. Also, there were missing Fire Department Caps on the Alabama corner of the Stein Building. The FDC caps are being replaced. Finally, Mr. Holman mentioned that since December of 2016, TCPL stored Campus Library furniture and equipment inside a warehouse on Mor-Land Drive. Initially owned by Mark Castell but subsequently sold to Electric Plus, the new owner allowed TCPL to continue to store items in the warehouse until recently when the space was needed for the expansion of their business. Mr. Holman stated the items were moved to another warehouse on Mor-Land also owned by Mark Castell. Again, Mr. Castell is allowing the

library to use the space without any costs to TCPL. By March of 2020, TCPL will retrieve these items (primarily shelving and chairs) for the South branch and discontinue use of the warehouse storage space.

Mr. Hawkins moved to approve the August 6th, 2019 **Personnel Actions**. Mrs. Springer seconded the motion and it passed unanimously.

There were several **Committee Reports**. As Facilities committee chair, Mr. Hawkins reported on a meeting with Finance committee chair Dave Lahr and the County Librarian. The meeting was to discuss an unforeseen issue with the South branch. Specifically, the soil for the parking lot was deemed unstable for a long term parking lot. Earlier that week, Kettelhut presented the results of the “proof roll” and written estimates for several costly options to Mr. Holman. A brief review and discussion of the initial “soils report” took place. Mr. Holman sought direction on the approach the Board might take to resolve this issue. Mr. Holman was asked to direct attorney Bob Bauman to review the Construction Manager at Risk contract with Kettelhut to see if TCPL has other options. Mr. Hawkins reported that since the July meeting, a couple of conversations with Kettelhut achieved a resolution. Kettelhut decided to authorize and pay for the remedy to the soil issue.

Also under the heading of **Committee Reports**, Mr. Lahr updated the Board on the ad hoc committee for naming the South branch. Mr. Lahr reported the committee met a couple of times over the past few weeks. Mrs. Springer conducted research on the history of the geographic area as well as owners of the land. The ad hoc committee started working on a few initial suggestions which will be shared with the Board by Mr. Lahr in a subsequent email.

Under the heading of **Other Reports**, no report was given for the Friends of TCPL.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian requested feedback from the Board regarding the 30th Anniversary of the downtown library building. He reminded the Board of the activities of the 20th Anniversary celebration. He also suggested this is a great time to raise the visibility of the library system as it expands with the South branch. The Board discussed the topic and reached consensus on having a low key event with specific objectives. The event will likely be held on a Sunday afternoon. Mr. Holman will electronically survey the Board to determine the best date. No specific action was taken. The Board went on to consider the topic of in-kind donations. Mr. Holman presented background information on local businessman Mark Castell who graciously allowed TCPL to store furniture and equipment items from the Campus Library for more than a year. Recently, due to unforeseen circumstances, the items needed to be relocated. Mr. Castell provided another space for the items to be stored until they are used in the South branch. Mr. Holman recommended Mr. Castell be recognized as a donor to the South branch and sought the Board’s approval in doing so. After a discussion of various details associated with the arrangement between TCPL and Mr. Castell, the Board reached consensus to recognize him with an appropriate recognition based on the value of the storage space. No formal action was taken on the matter.

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 28811 through 28905. The prewritten claims were \$226,920.17 and the regular

claims were \$762,248.70 for a grand total of \$989,168.87. Mrs. Grover seconded the motion and it passed.

Prior to the end of the Board meeting, Mr. Hawkins inquired about the statistics of the 24-Hour library. Mr. Holman responded he would get the statistics and share the information with the board.

There was no Other Business.

Mr. Lahr moved to adjourn the regular Board meeting at 8:13 p.m. Mrs. Grover seconded the motion and it carried.

Gail Summers, Vice President

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