

## TIPPECANOE COUNTY PUBLIC LIBRARY

### REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

**November 6, 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, November 1, 2018 in conformity with the Indiana Open Meeting Act.

#### PRESENT:

Lora Goonewardene, President  
Gail Summers, Vice-President  
Dave Lahr, Treasurer  
Dinah McClure, Member  
Mida Grover, Member  
Brandon Hawkins, Member

#### ABSENT:

Stephen Bultinck, Secretary

#### GUESTS

Brad Deno, Kettelhut Construction, Inc.  
Nate Secrest, Kettelhut Construction, Inc.  
Jos N. Holman, County Librarian

Vice President Gail Summers chaired the regular Board meeting and called it to order at 7:06 p.m. Prior to the Board meeting, Vice President Summers convened a public hearing on an additional appropriation to fund the construction of a new branch library in the southern part of the library district. No members of the public were in attendance. Board member Brandon Hawkins moved to close the public hearing. Board member Mida Grover provided a second and the motion passed.

Mr. Hawkins led the Board in reciting the Pledge of Allegiance.

Board member Dinah McClure moved the **Board Minutes** of October 2<sup>nd</sup>, 2018 be approved as presented. Mrs. Grover provided a second and the motion passed.

In the interest of time, under the heading of the **County Librarian's Report**, Mr. Holman mentioned only two items from his written report. He shared TCPL is in the early stages of changing its ISL (Integrated Library System) to the Polaris system offered by Innovative. Carrie Pedigo will serve as "point person" for interactions with the Polaris project manager. Mr. Holman shared a copy of the current schedule which works toward a "go live" date in early May. Mr. Holman went on to comment on the October 9<sup>th</sup> evening presentation by Lafayette native and children's author Ben Hatke. Head Youth Librarian Annette Griessman noted the event was a huge success with the room filled to capacity as Hatke read his picture book, *Nobody Likes a Goblin*. Hatke also shared his artistic skills by sketching on a large easel. Friends' volunteers sold all of the books available to purchase which Hatke gladly autographed. Some attendees brought personal copies of Hatke's books and the crowd was large enough that the regular Tuesday night youth storytime was relocated to the youth room.

Mrs. Grover moved to approve the October 2<sup>nd</sup>, 2018 **Personnel Actions**. Ms. McClure seconded the motion. The motion passed unanimously.

Under the heading of **Committee Reports**, Ms. McClure reported the TCPL Foundation Board met on October 30<sup>th</sup>. Ms. McClure indicated Foundation board members reviewed the quarterly financial statement of revenue, expenses, and assets. The Foundation has approximately \$1.5 million dollars in assets. The Foundation board discussed parameters related to how much cash to have on hand in its support of library Board priorities versus maximizing investments. The Foundation board reached consensus its annual appeal would focus on supporting furniture and equipment purchases for the South branch library.

Also under **Committee Reports**, Mrs. Summers reported on a recent Personnel committee meeting. She indicated the committee met to review the CIGNA health insurance renewal. There are no changes to the plan benefits. Several recommendations were considered regarding the renewal. There is an eight percent increase of the total monthly premium for CIGNA. Board action will be taken later in the meeting under the heading of New Business.

No Friends President update was provided under the heading of **Other Reports**.

Under the heading of **Old Business**, the County Librarian introduced Nate Secrest, Project Manager and Brad Deno, co-owner of Kettelhut Construction, Inc. who presented a status update on construction planning for the South branch library. Several factors at play suggest bidding documents for the construction project are best released the first week of December with construction activity starting spring of 2019. This release allows for less competition with several Purdue bid packages being issued in November. The anticipated completion date for the new branch is January 2020. Ms. McClure suggested a sign be placed on the purchased property indicating a library branch will be built there. Mr. Secrest responded this could be installed and he would work on making it happen.

Under the heading of **New Business**, the Board further considered renewal of the employee health insurance provided by CIGNA. Mrs. Summers summarized the key aspects of the renewal including continuing to offer a PPO option and an HSA option. Employer contributions to the Flexible Spending Accounts and the HSA remain the same. The employee contribution for individual coverage will increase by two percent. Open enrollment is scheduled for December 1-31<sup>st</sup>. Mr. Hawkins moved to approve the CIGNA health insurance renewal as presented including the two percent increase to the employee contribution. Board Treasurer Dave Lahr provided a second and the motion passed.

Next, the County Librarian provided background information related to the issuance of a general obligation bond for the construction of a new branch library in southern Tippecanoe County. Using the video projection unit, Mr. Holman walked the Board through various documents that needed their approval to finalize the bond issuance. He presented proofs of publication of the notice to taxpayers of the hearing to be held at this meeting on the matter of the additional appropriation

proposed to be made on account of the construction of a library branch and the renovation of and improvements to library facilities (the "Project"), which proofs of publication show that such notice was published in The Leader and the Journal and Courier on October 11, 2018. Mr. Hawkins moved to approve the proofs of publication and posting and to make them a part of the Board records. Mrs. Grover seconded the motion and the motion passed. Continuing on, the County Librarian presented the Additional Appropriations Resolution. Proceeds from a bond issuance must be appropriated prior to being spent on the project. Different than appropriations of tax dollars, this additional appropriation of bond proceeds is required because existing tax levies are not already approved by the DLGF. Ms. McClure moved to approve the Appropriation Resolution identified as Exhibit A as presented. Mr. Lahr provided a second to the motion and the motion passed. On motion duly made by Mr. Hawkins, seconded by Ms. McClure, and carried, the Secretary of the Board was directed to advertise the sale of the bonds heretofore authorized. The County Librarian will actually place the prepared legal ad. The last Board action involves a Final Bond Resolution. The firm of Ice Miller LLP, bond counsel of Indianapolis, Indiana, had been consulted relative to the procedure to be followed in connection with the proposed bond issue and the rendering of an opinion approving the legality of the bonds. The Board was presented a form of resolution approved by Ice Miller LLP, and recommended by them for adoption for the purpose of authorizing the issuance of bonds. After due consideration of the final bond resolution, on motion duly made by Ms. McClure, seconded by Mr. Lahr and unanimously carried, the same was adopted by a vote of five to zero.

Under the heading of **Other Business**, Mr. Lahr moved to approve the claims presented by the County Librarian starting with prewritten claims numbered 27927 through 27966 totaling \$238,655 and the regular claims numbered 27967 through 28021 totaling \$133,067.00 for a grand total of \$371,722.00. Ms. McClure provided a second to the motion and the motion passed.

There were no **Comments from the Public**. Under **Comments from the Board**, Mrs. Grover and other Board members congratulated Mr. Holman on his Distinguished Service Award from the Black Caucus of ALA. Mr. Holman thanked the Board for their comments and their support of him throughout the years.

The County Librarian took a minute to comment on TCPL's third quarter statistics and pointed out a few categories noting the comparisons between 2017 and 2018. For the second quarter in a row, circulation statistics are in the positive.

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

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Gail Summers, Vice-President

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