

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

December 3rd, 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 Wednesday, November 27, 2019 in conformity with the Indiana Open Meeting Act.

PRESENT:

Lora Goonewardene, President
Gail Summers, Vice-President
Stephen Bultinck, Secretary
Brandon Hawkins, Member
Mary Springer, Member
Mida Grover, Member

ABSENT:

Dave Lahr, Treasurer

GUESTS

Janet Bessler, President, Friends of TCPL
Harry Mohler, Local Architect
Various TCPL Staff, Friends members and guests
Jos N. Holman, County Librarian

President Lora Goonewardene chaired the regular Board meeting and called it to order at 7:35 p.m. A quorum was declared to conduct business for the library. Prior to the regular Board meeting, a holiday reception with refreshments was held for Board members, TCPL staff, Friends members and guests.

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

Board member Mida Grover moved the **Board Minutes** of November 5th, 2019 be approved as presented. Mr. Bultinck provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on three library related topics. Mr. Holman mentioned as part of the South branch construction activity, TCPL received a request from Kettelhut, Inc. to discontinue escrow deposits into the account held at Kentland Bank. Since this was the first request of its kind for any TCPL construction project, Mr. Holman forwarded the request to the library's attorney for review. Mr. Bauman indicated a provision in the contract allows the request "no further retainage be kept from future progress payments" and if agreed to, TCPL could comply with the request. Mr. Bauman's response was included in the Board packet. Mr. Holman indicated unless there was an objection from the Board, the library would comply. Mr. Holman indicated TCPL implemented a new printing option for library customers. Going forward, mobile printing allows library customers to print documents directly from their personal devices. In the past only TCPL computing resources could print documents or customers using their laptops and TCPL Wi-Fi could print inside the library. Now customers can access mobile printing software from outside the building, queue up documents and then come in to pay for and collect their printing. Finally, Mr. Holman stated the annual appeal letter for TCPL's Foundation is finalized, signed, and being sent to M.A.I.L. Inc. for delivery to local residents. The target population is donors to the 2018-2019 annual appeal. The letter focuses on requesting gifts to put the final touches on the

South branch furniture and equipment purchases. A copy of the annual appeal letter was included in the Board mailing. Per tradition, time was set aside on the agenda to recognize TCPL staff members who served multiple years at the library. Staff members were recognized who had 2, 5, 8, 15, 20, and 50 years of service. As part of this longevity recognition, a monetary amount was awarded to each staff member. Also, a new name badge was presented to staff members. Twelve staff members were recognized.

Board Vice-President Gail Summers moved to approve the November 5th, 2019 **Personnel Actions**. Mr. Hawkins seconded the motion and it passed unanimously.

There was one **Committee Report**. Reporting for the Nominating committee, Board member Brandon Hawkins indicated the committee met prior to tonight's Board meeting and established the slate of officer candidates for the 2020 Board of Trustees. The slate will be presented and acted on under the heading of New Business. Mr. Hawkins also reported on behalf of the ad hoc Naming committee. There is no additional information to present at this time as we await additional guidance from the library's attorney. No action was taken.

Under the heading of **Other Reports**, Friends President Jan Bessler reported on a few activities with the TCPL Friends group. The Friends nominating committee is working on selecting officers and board members for the next fiscal year. The Scholarship committee is working on the documents TCPL staff members will use to apply for scholarships in February of 2020. Finally, Mrs. Bessler mentioned the upcoming December 13-16 book sale. This sale usually offers quality items useable as gifts during holiday celebrations. Mrs. Goonewardene thanked Mrs. Bessler for her report. Also under the heading of **Other Reports**, the County Librarian shared information related to upcoming changes in the Federal E-Rate guidelines. Mr. Holman indicated the changes focused on compliance with the Children's Internet Protection Act and the ability to outsource the filing process of e-rate documents. Mr. Holman briefly described the filtering approach currently in place at TCPL. There were a couple of questions and a brief discussion of the topic. Mr. Holman requested no action be taken until additional details are provided as he just wanted to notify the Board. No action was taken.

Under the heading of **Old Business**, the draft Gift Acceptance and Naming Facilities policies continued to be tabled.

Under the heading of **New Business**, the Board considered a couple of calendar related topics. The Board considered the 2020 Library Closed Days which included scheduled federal holidays. The dates submitted included the 2020 Staff Day date of October 12th, which is also Columbus Day. This is a repeat of the 2019 Staff Day which was held in the fall as well. Mr. Hawkins moved to approve the 2020 Closed Days dates as presented. Mr. Bultinck seconded the motion and the motion passed. Next, the Board considered the 2020 Board meeting dates with its regular monthly meeting on the first Tuesday of the month. The County Librarian noted the first Tuesday in January is really late next year on January 7th. Mr. Holman also mentioned no adjustments were made for election days in 2020. The starting time for the meetings will continue to be 7:00 p.m. Mrs. Grover moved to approve the 2020 Board meeting dates as presented. Board member Mary Springer provided a second and the motion passed.

Also, under the heading of **New Business**, as a representative of the Nominating committee, Mr. Hawkins initiated the election of Board officers. He presented the 2020 slate of Board officers as follows: Gail Summers, President, Stephen Bultinck, Vice President,

Mary Springer, Secretary, and Dave Lahr, Treasurer. Mr. Hawkins moved the 2020 slate of officers be approved as presented by acclimation. Mrs. Grover seconded the motion and the slate was approved.

Under the heading of **Other Business**, with the absence of Board Treasurer Dave Lahr, Vice President Summers presented information about the December claims. Mrs. Summers moved to approve the claims listing presented by the County Librarian starting with claim number 29198 through 29293 which includes all pre-claims for a grand total of \$1,078,806.49. Mr. Hawkins seconded the motion and it passed.

Under the heading of **Comments from the Board**, Mrs. Springer shared positive comments about the reception held prior to the Board meeting. Other positive comments were made about the reception. Mr. Holman stated it is always a good opportunity for a gathering such as this. Under the heading of **Comments from the Director**, Mr. Holman briefly commented on specific Board work related to 2020. He also briefly commented on an interaction that took place during the reception.

There was no **Other Business**.

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

Stephen Bultinck, Secretary

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