

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 3, 2020

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 27, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:

Stephen Bultinck, Vice-President
Mida Grover, Member
Dave Lahr, Treasurer
Brandon Hawkins, Member
Lora Goonewardene, Member

ABSENT:

Gail Summers, President
Mary Springer, Secretary

GUESTS

Jos N. Holman, County Librarian

Vice-President Steve Bultinck 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 member Mida Grover led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dave Lahr moved the **Board Minutes** of February 4th, 2020 be approved as presented. Mrs. Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on a few activities. He mentioned the grand opening event of the Wea Prairie Branch will be held on Sunday, April 19th from 1:30 to 4:00 p.m. As with past grand opening events, there will be entertainments, give-away items, a ribbon cutting, and refreshments. Several TCPL staff and Friends volunteers will assist with activities of the day. The event coincides with National Library Week which will help to highlight the activity with local media. With that in mind, Mr. Holman stated he anticipated a second celebratory event that focuses on children. Board member Brandon Hawkins requested Mr. Holman repeat a past presentation of a children's picture book at the grand opening event. Mr. Holman agreed to do so. Mr. Holman reported TCPL staff finished the conversion of the downtown collection to RFID. There are a few outstanding audiovisual items, but overall we are ready to schedule the gate installation for the RFID (Radio Frequency Identification) system. The installation is expected to occur in March. Mr. Holman is seeking to make sure the downtown building operates with RFID when the Wea Prairie Branch opens. Finally, Mr. Holman commented on a one-time community activity he is helping to coordinate. He stated through a Diversity Roundtable initiative, a small group is developing a local 2020 Census community event that involves several speakers and specific activities for children and adults. The objective is to get local residents who are diverse in age, gender, race, and

socio-economic status to meet together for a shared activity in hopes of building cultural competency in the community. The actual program will take place on Saturday, April 4 from 11:00 a.m. to 3:00 p.m. There were a few questions and comments about the event. Mr. Holman concluded his report.

Mrs. Grover moved to approve the March 3rd, 2020 **Personnel Actions**. Board member Lora Goonewardene seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mrs. Grover spoke for the Personnel Committee. She reported on a brief conversation with the County Librarian about the creation of two new staff positions related to the selection of library materials. As chair, she supported bringing draft job descriptions to the full Board. This topic will be considered under New Business.

Under the heading of **Other Reports**, no report was given for the Friends of TCPL. Mr. Holman took the opportunity to remind the Board of the upcoming annual meeting of the Friends of TCPL. The meeting will be held on Tuesday, March 17 with key activities of awarding scholarships to staffmembers and electing new officers. Mr. Holman also mentioned the Friends upcoming book sale, March 6-9. Also, under the heading of **Other Reports**, the County Librarian shared information about the layout and design of the Wea Prairie Branch. Mr. Holman projected a visual of the layout of the branch showing both the furniture and shelving locations in the youth and adult areas. He indicated coordinating the delivery of the furniture and materials collection along with the relocation and setup of the stored shelving seemed to be coming together just as needed. Board members had a few questions and made several statements about branch activities. Mr. Holman also mentioned the construction aspect of the branch was near completion. There is nothing major on the construction punch list with a final inspection set for late March.

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

Under the heading of **New Business**, the County Librarian provided background information on Outstanding Check Warrants. In accordance with the Indiana Code, IC 5-1-10.5-5, on an annual basis TCPL has the authority to compose a list of outstanding check warrants. This is done to void the checks and re-enter the dollar amounts into the fund which the amount was originally written against. The list of checks is a little longer this year than in recent years and primarily reflects individual customer refunds for payment of outstanding fees. A list of the outstanding checks was shared with the Board. Mr. Hawkins moved to approve the Outstanding Check Warrants list as presented with the exception of the warrant payable to Gambs, Mucker, and Bauman. Mr. Lahr provided a second to the motion. The motion passed. Continuing with **New Business**, the County Librarian shared some of the history associated with staff assignments and role in materials collection development. He reminded the Board that TCPL went to a centralized collection approach about ten years ago. This centralized approach reduced the number of selectors from twenty plus selectors to five MLS staff selecting part-time and working under the Collection Development Librarian. Over the years, there have been several challenges to this process including staff resignations. TCPL department heads reviewed and agreed on an approach

of creating two new full-time selector positions who report to the Head Technical Services Librarian. The County Librarian reviewed the draft job descriptions provided in the Board packet. After a brief discussion, Mr. Holman recommended the job descriptions be approved. Mrs. Grover moved to approve the recommendation and give the County Librarian authority to move forward with posting the two positions. Mr. Hawkins provided a second and the motion passed. Finally, the Board briefly discussed TCPL's employer contribution rate to the Indiana Public Retirement System. The County Librarian stated traditionally there is an action to adopt the identified rate for the next annual budget. However, the information shared by INPRS pertains to the 11.2 percent 2020 contribution rate which is already in place for this year. After discussion, it was decided to accept information about the 2020 rate without taking any action on the matter. There was Board consensus to do so and no further action was taken.

Under the heading of **Other Business**, Mr. Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 29497 through 29587. The prewritten claims were \$203,728.55 and the regular claims were \$400,531.90 for a grand total of \$604,240.45. Mr. Hawkins seconded the motion and it passed.

There was no **Other Business**.

Mr. Hawkins moved to adjourn the regular Board meeting at 7:55 p.m. Mrs. Goonewardene seconded the motion and it carried.

Dave Lahr, Treasurer

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