

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
April 7, 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, April 2, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, President
Mary Springer, Secretary
Dave Lahr, Treasurer
Brandon Hawkins, Member
Lora Goonewardene, Member
Mida Grover, Member

ABSENT:

Stephen Bultinck, Vice-President

GUESTS

Jos N. Holman, County Librarian

On March 23, 2020, Governor Eric Holcomb issued Executive Order 20-09 which suspended the requirement that governing bodies of public agencies explicitly adopt a policy for electronic participation for meetings and suspended the requirement that any members of the governing body be physically present for meetings deemed to be essential. The order includes the requirement for a roll call vote on action taken by the governing body.

Board President Gail Summers chaired the regular Board meeting and called it to order at 7:08 p.m. The meeting was held via videoconferencing software called Zoom. A quorum was declared to conduct business for the library.

Board Secretary Mary Springer led the Board in reciting the Pledge of Allegiance.

Board member Brandon Hawkins moved the **Board Minutes** of March 3rd, 2020 be approved as presented. Board member Mida Grover provided a second and the motion passed. A roll call vote was taken. (Gail Summers, yes; Brandon Hawkins, yes; Mary Springer, yes; Mida Grover, yes; Dave Lahr, yes)

Under the heading of the **County Librarian's Report**, Mr. Holman mentioned a few activities occurring within the library system. He reported TCPL Acquisitions Leader, Bonnie J. Dye will retire from TCPL on Wednesday, April 15. Bonnie worked at TCPL since 1969. She is one of the few, if not the only staff person to work 50 years for TCPL. She worked primarily behind the scenes for most of these decades and is one of a handful of staff who worked at the Albert A Wells Memorial Library. Mr. Holman indicated Ms. Dye was inadvertently recognized for her retirement at the March staff meeting. Ironically it ended up being her last staff meeting. Mr. Holman updated the Board on the flickering lights in the downtown parking lot. The lights were not working properly for several months. While the library has been closed all of the parking lot lights were replaced with a modern designed lamp post with LED bulbs. The work was completed by Energy Harness

at a cost of \$7,000. Finally, Mr. Holman stated the TCPL Foundation received almost \$400 in new donations associated with the 2019 annual appeal. This brings the 2019 Annual Appeal to a total of \$17,775 thus far. Also, TCPL received another gift of the Gloria Comingore estate connected to the annuity of Mrs. Comingore's. The gift was substantial enough that part of it will be held to contribute to the remodel of the downtown library over the next two years.

Mr. Hawkins moved to approve the April 7th, 2020 **Personnel Actions**. Board Treasurer Dave Lahr seconded the motion and it passed unanimously. A roll call vote was taken. (Gail Summers, yes; Brandon Hawkins, yes; Mary Springer, yes; Mida Grover, yes; Dave Lahr, yes; Lora Goonewardene, yes)

There were no **Committee Reports**.

Under the heading of **Other Reports**, no report was given for the Friends of TCPL. As Friends Liaison, Mrs. Grover commented on the Friends Annual Meeting held on Tuesday, March 17. She mentioned the Friends separated the attendees according to "social distancing" and the County Librarian presented visuals showing the interior design of Wea Prairie. She also mentioned the Friends formally presented TCPL with a \$40,000 gift for the new branch. Also, under the heading of **Other Reports**, Mr. Holman presented an update with his observations on the impact of the library's suspended operations during the Coronavirus pandemic. He highlighted the discussion with Management Team on closing the library, the decision to focus on essential operations, information given to library staff, the press release sent to media, the approach to virtual youth programming, exterior book drops staying open, and use of the 24-Hour Library. The Board asked a few questions about the 24-Hour Library. A discussion ensued on increasing its use during Governor Holcomb's "stay-at-home" order. There was Board consensus to increase promotion of this unique service and other online services through various media outlets. Mr. Holman mentioned the idea of a "curb side" based service. The Board was cautious about offering this type of service knowing it might encourage noncompliance with the Governor's order. There was Board consensus to not start "curb side" service at this time. Mr. Holman indicated the library staff would continue with plans and preparation to re-open library buildings whenever the opportunity became available.

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

Under the heading of **New Business**, the County Librarian reminded the Board of the progression of events and decisions associated with closure of the Tippecanoe County Public Library Wednesday, March 18th. He also stated there is not a policy that covers the current status of payment for library employees. TCPL has an *Inclement Weather Policy* for short term weather related closures. Also, there is an *Other Closing Policy* for unexpected emergency situations that references the *Inclement Weather Policy* for staff absences. The library system was closed based on a directive from Board President Gail Summers in consultation with other Board members and the County Librarian. Mr. Holman recommended the Board take action in an official Board meeting to retroactively sanction this action. After discussion and a couple of clarifications, Mr. Hawkins moved to continue to compensate all TCPL employees until the staff are directed to return to work or further action by the Board of Trustees with the motion retroactive to March 18th, 2020. Mr. Lahr

provided a second to the motion. A roll call vote was taken and the motion passed. (Gail Summers, yes; Brandon Hawkins, yes; Mary Springer, yes; Mida Grover, yes; Dave Lahr, yes; Lora Goonewardene, yes) Mr. Holman thanked the Board for their action and support. The next item for Board action under **New Business** was consideration of hiring a consultant to lead TCPL in a new strategic planning process. Mr. Holman provided background on having only one written proposal and the recommendation to go with the one proposal given: (1) The situation with the present health emergency and (2) The need to get a consultant to commit to the activity this year. After discussion, questions, and responses, the Board was interested and intent on having other proposals to compare with the one already received. The consensus was to postpone taking action at this meeting and to solicit at least two other proposals. It was decided to table the topic to consider action at a future Board meeting. Mr. Holman indicated he would pursue additional proposals. The Board requested the complete proposal already received be forwarded to them. The final action of **New Business**, centered on Surplus AV Supplies. The County Librarian's Report noted when the Klondike Branch converted their audiovisual collections to RFID, there were a substantial number of Kwik Cases (over 65 boxes) no longer needed for DVDs and CDs. For the past 18 months, these supplies were stored in Technical Services in the Stein Building. With world-wide plastic recycling greatly diminished in 2019 and the library not set up for selling items, the recommendation is to give these AV supplies to other libraries for their collection use. Thousands more of the Kwik Cases will be unusable when new security gates are installed at the downtown library. Mr. Holman recommended the items be declared surplus. Mrs. Grover moved the Kwik Cases stored in Technical Services be declared as surplus. Mr. Hawkins seconded the motion. A roll call vote was taken and the motion passed. (Gail Summers, yes; Brandon Hawkins, yes; Mary Springer, yes; Mida Grover, yes; Dave Lahr, yes; Lora Goonewardene, yes)

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 29588 through 29685. The prewritten claims were \$202,298.72 and the regular claims were \$427,392.07 for a grand total of \$629,690.79. Mr. Hawkins seconded the motion and it passed by roll call. (Gail Summers, yes; Brandon Hawkins, yes; Mary Springer, yes; Mida Grover, yes; Dave Lahr, yes; Lora Goonewardene, yes)

Under **Comments from the Board**, Mr. Lahr thanked the County Librarian for sharing updates on library activities with the Board during the closure. President Summers asked the County Librarian to thank the library staff for keeping things moving forward in these uncertain times.

There was no **Other Business**.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:36 p.m. Board member Lora Goonewardene seconded the motion and it carried.

Mary Springer, Secretary