

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 5, 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 30, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

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 7:16 p.m. The meeting was held via videoconferencing using Zoom. A quorum was declared to conduct business for the library.

The Board suspended reciting the Pledge of Allegiance without a designated flag in the Zoom meeting.

Board member Mida Grover moved the **Board Minutes** of April 7th, 2020 be approved as presented. Board member Brandon Hawkins 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; Stephen Bultinck, yes; Lora Goonewardene, yes)

Under the heading of the **County Librarian's Report**, Mr. Holman mentioned a few activities occurring within the library system. He stated TCPL had another retirement as Klondike Branch Leader Kathy Shaw retired from TCPL on Friday, May 1st. Kathy worked for TCPL since 2002 in various departments and multiple buildings. Her most recent assignment at Klondike was at the request of the County Librarian and occurred when the Campus Library closed. Kathy was very active with TCPL's Social Committee and for several years brought in the doughnuts for the monthly staff meeting. Mr. Holman reported on the Friends annual meeting held on March 17, 2020. The Friends of TCPL elected the following officers for its new fiscal year: President, Jim Plantenga, Vice President, Suzanne Cunningham, Secretary, Jan Young, and Treasurer, Barbara Gibbs. Mr. Holman also stated

in light of COVID-19 and the directives issued by the Tippecanoe County Health Department, the Friends Board of Directors officially cancelled their book sale scheduled for the first full weekend in June. Finally, Mr. Holman mentioned TCPL completed an application for the “Out and About” consortium of agencies coordinated by the Tippecanoe Arts Federation. In its pilot season in 2019, Out & About reflected a collaborative marketing campaign representing eight arts organizations based in the Greater Lafayette area. The activity is funded by Greater Lafayette Commerce and the Indiana Arts Commission. TCPL is joining the consortium to raise the visibility of key programs in the future. The \$1000 fee for TCPL will be paid for by the Friends of TCPL.

Mrs. Grover moved to approve the May 5th, 2020 **Personnel Actions** and the revised April 7th Personnel Actions. Board Secretary Mary Springer 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; Steve Bultinck, yes; Lora Goonewardene, yes)

There were no **Committee Reports**.

Under the heading of **Other Reports**, no report was given for the Friends of TCPL. Under the heading of **Other Reports**, Mr. Holman presented an update on the status of the Wea Prairie Branch. Mr. Holman spoke about an upcoming furniture delivery from Agati Furniture and the future delivery of the of the Burgeon seed pod. He also mentioned eighty percent of the landscaping is complete and there is no update on the delivery of the audiovisual collection. Finally, Mr. Holman reported the exterior door of the building was rekeyed because of a malfunctioning door latch. Also, there are new challenges based on soil erosion at the southwest corner of the retention pond.

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

Under the heading of **New Business**, the County Librarian reminded the Board of the postponement of the April 19th grand opening of the Wea Prairie Branch because of the health pandemic and the Governor’s “stay-at-home” Executive Order. Mr. Holman mentioned there are several unusual factors to consider in determining a new date for the grand opening celebration. The Board’s input and direction was helpful as it considered two possible dates. It was decided to go with Sunday, July 19th at 1:30p.m. Mr. Holman will continue with grand opening plans that include refreshments, a giveaway item, an invitation and entertainment. No Board action was taken. Also, under the Heading of **New Business**, the County Librarian shared information related to future library operations previously discussed by the library’s Management Team. Mr. Holman spoke about the intention to resume library operations in a modified approach at TCPL facilities. TCPL staff will be instructed to return to work with TCPL providing masks, gloves and sanitizer. Staff proposed offering curbside service for active holds of TCPL customers. Hold items will be pulled from the shelves, packaged, and placed in the vehicles of library customers. Customers will also be offered walk-up service. Mr. Holman indicated curbside service will start the week of March 11. The next phase of service will be an effort to provide access to technology in the meeting room at each building. This service will be very limited and will take quite a bit of coordination on the part of IT staff. At a later time without the library being fully open, limited browsing of the material collection by customers will be allowed. The new Wea Prairie Branch will not be included in any of these services until the entire building is opened. The Board asked several questions and discussed the various services

described by Mr. Holman. Mr. Hawkins mentioned a number of signs, including directional signage is needed to assist customers with curbside services. There was Board consensus to support the approach to resume operations. No action was taken by the Board. Finally, the Board considered a draft “epidemic/pandemic and health emergency policy” presented by the County Librarian. 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. However, the current health emergency highlighted TCPL did not have a policy that covered the closing of buildings while discontinuing library operations. In the present scenario, only essential services are being performed. Mr. Holman indicated Indiana public library directors discussed the necessity and merits of having a policy and the challenges of not having a policy. Mr. Holman recommended TCPL consider a policy that will be used in future health emergency situations. A general discussion of the draft policy took place. Several comments were made and additional questions posed. Mr. Holman clearly indicated he did not expect approval of the policy at this meeting, but wanted to engender discussion toward a future permanent policy. Board Treasurer Steve Bultinck suggested this type of discussion might take place outside of the monthly meeting, maybe in a retreat type setting. Mr. Bultinck also suggested instead of adopting a policy, the Board might consider adopting a resolution for this type of scenario. There was consensus to further review the draft policy during a summer retreat.

At this time in the meeting, President Summers shared information related to a request from Purdue University’s School of Agriculture. With the pending retirement of Dinah McClure from her work, the staff at the School of Agriculture was interested in recognizing Ms. McClure in conjunction with the new branch construction. The Board discussed this various aspect of this request, including it being an outside request, Ms. McClure’s time as a member of TCPL’s Board of Trustees, and the current status of recognition at the new branch. Several alternative ideas for recognition were suggested. The Board directed the County Librarian to follow-up with the school of Agriculture representative to share the suggested options. Mr. Holman indicated he would seek an amenable resolution to the request.

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 29686 through 29756. The prewritten claims were \$250,856.88 and the regular claims were \$217,519.29 for a grand total of \$468,376.17. Mr. Bultinck 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; and Steve Bultinck, yes)

Under **Comments from the Board**, President Summers asked the County Librarian to share the Board’s appreciation to the staff for continuing to develop and provide services to the community.

Under **Comments from the Director**, Mr. Holman briefly mentioned current economic challenges faced by local taxpayers will impact the collection of property taxes and potentially impact TCPL’s revenue stream.

There was no **Other Business**.

Mrs. Grover moved to adjourn the regular Board meeting at 8:51 p.m. Board member Lora Goonewardene seconded the motion and it carried.

Mary Springer, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.