

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

**PRESENT:**

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

**ABSENT:**

Lora Goonewardene, Member

**GUESTS**

Jim Plantenga, Friends President  
Jos N. Holman, County Librarian

For the first time in several months, the TCPL Board of Trustees met in person onsite at the downtown library. Board President Gail Summers chaired the regular Board meeting and called it to order at 7:04 p.m. A quorum was declared to conduct business for the library. President Summers requested Board member Mida Grover lead the Board reciting the Pledge of Allegiance. Mrs. Grover did so.

Mrs. Grover moved the **Board Minutes** of June 2<sup>nd</sup>, 2020 be approved as presented. Board Treasurer Dave Lahr provided a second. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few activities taking place within the library system. He mentioned TCPL's Summer Reading Clubs are doing fairly well given the library relied on registration through an online process. To date, there are 860 youth and 81 teens participating in the youth program and 267 participants in the adult program. Administratively, the decision has been made to not have onsite "in person" youth programs this summer. However, virtual presentations of three popular performers, Professor Steve's Virtual Science Program, Amazon John, and the CR Ryan Magic Show will occur in July. These performances will be available for a limited time (24 hours) via a link to TCPL summer reading participants. One performer, Amazon John, may be available through a library owned and circulated CD as well. Mr. Holman reported TCPL circulates hotspots purchased from TechSoup with a discount for non-profits. The Internet service is provided by Mobile Beacon through a contract of \$120.00 per year per hotspot. In late June, service for 20 of the 45 hotspots was renewed and another 18 will be renewed in August. Finally, Mr. Holman indicated since COVID-19 initiated the delay and installation of items being delivered to the Wea Prairie Branch, TCPL has been waiting on the delivery and installation of new security gates that support the RFID conversion of the downtown collection. The gates are

expected to arrive at TCPL on Friday, July 10 and be installed downtown July 13-14. After being properly programmed and with Wea's installation as well, the entire library system will operate with RFID.

Mrs. Grover moved to approve the July 7<sup>th</sup>, 2020 **Personnel Actions**. Board Vice President Stephen Bultinck provided a second to the motion. The motion passed. The County Librarian commented on the current level of staffing at the new Wea Prairie Branch.

There were no **Committee Reports**.

Under the heading of **Other Reports**, President Jim Plantenga reported for the Friends of TCPL. Mr. Plantenga reported the Friends continue to accept used book donations. Past donation days have yielded four "Sam's carts" full of books each time. With the library reopening, the Friends will only accept donations at the west loading dock of the downtown library. In doing so, the Friends will monitor the dock mornings and evenings to ensure no items are left outside. Items received will be labeled and kept quarantined for a specific period of time. Mr. Plantenga mentioned the Friends scheduled a book sale of children's materials on Saturday, August 22<sup>nd</sup>. It will be held outdoors in the Alabama Street storage building parking lot. The Friends are also planning to hold its fall book sale September 18-21<sup>st</sup>. President Summers shared the Board's gratitude for the work and support of the Friends of TCPL.

Also under the heading of **Other Reports**, Mr. Holman shared a brief update on the final activities at Wea Prairie. All the furniture and equipment previously ordered was finally received and placed in the branch. The staff hiring is coming along with a few more part-time staff needing to be added. Finally, Mr. Holman let the Board know the ribbon cutting for the July 19<sup>th</sup> grand opening celebration will take place at 2:00p.m. He indicated the library will be open for service the entire Sunday afternoon. A book mark and hand sanitizer will be the "giveaways". A "giveaway" has been ordered for the StoryWalk trail as well.

Under the heading of **Old Business**, the County Librarian updated the Board on the progress of receiving proposals to develop a new strategic plan for TCPL. A second proposal from Indiana based independent consultant Robert Hoke was received. A third proposal had yet to be received. The Board discussed the key aspects of both proposals and compared the timeline, costs, and references of both proposals. The Board decided to create an ad hoc committee to convene before next meeting to thoroughly discuss and review both proposals and a third one if it is received. Either way, the committee has the responsibility to make a recommendation at the August Board meeting. Board Secretary Mary Springer, Mr. Bultinck and President Summers will serve as the ad hoc committee.

Under the heading of **New Business**, the Board considered the July Surplus List. In preparation for the new Wea Prairie Branch, TCPL purchased a large quantity of new computer equipment. This included replacement equipment. Mostly obsolete computer equipment was on the list along with a few miscellaneous items.

Unless there are items the Friends can sell, all of the items will be recycled with local recycler Oscar Winski. Board member Brandon Hawkins moved to approve the July 2020 Surplus as presented. Mr. Lahr provided a second to the motion and the motion passed. Also, under the heading of **New Business**, the County Librarian presented the “budget outline process” to guide TCPL in developing and approving the 2021 budget. The outline included recommended dates for the public hearing, a time line for the Finance committee to do its work, and the adoption date for the 2021 budget. A brief discussion took place. Mr. Holman wanted the Board to have a direct knowledge of the steps needed to have a new budget. No formal action was taken by the Board.

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 29847 through 29932. The prewritten claims were \$534,978.46 and the regular claims were \$283,914.36 for a grand total of \$818,892.82. Mrs. Springer seconded the motion. The motion passed.

Under **Comments from the Director**, Mr. Holman shared a few thoughts on the future activities of TCPL. He mentioned the strategic plan is really necessary and important to the next phase of projects for the library. Mr. Holman informed the Board of background information related to the issuance of future bonds. He also commented on the need to develop an approach to major renovation work at the downtown library.

Mr. Bultinck moved to adjourn the regular Board meeting at 7:50 p.m. Mr. Lahr seconded the motion. The motion passed.

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Mary Springer, Secretary

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