

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**October 6, 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, October 1, 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  
Mida Grover, Member

**ABSENT:**

Lora Goonewardene, Member

**GUESTS**

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

Prior to the Board meeting, the Board met for an hour with Amanda Standefer, the consultant leading the development of the new strategic plan. The meeting focused on the approach to the strategic plan, the timeline for it, and a SOAR exercise with the Board.

Board President Gail Summers chaired the regular Board meeting and called it to order at 7:06 p.m. A quorum was declared to conduct business for the library. President Summers requested Board member Mida Grover lead the Board in reciting the Pledge of Allegiance. She did so.

Board member Brandon Hawkins moved the **Board Minutes** of September 1<sup>st</sup>, 2020 be approved as presented. Board Vice President Stephen Bultinck provided a second. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on a few activities taking place within the library system. Mr. Holman updated the Board on the status of the application to Indiana Bond Bank (IBB). The \$300,000 loan application, to fund the purchase of a new vehicle for outreach services, was submitted electronically. The IBB is "shopping the application around" to get the best interest rate through various independent lending institutions. Mr. Holman reported a new MLS department head joined TCPL. Angela White, the new Branch Manager at the Klondike Branch, came to TCPL from the Crawfordsville Public Library where she most recently served as the IT Manager and interim Head of Circulation. Finally, Mr. Holman mentioned there is one construction based activity that remains unresolved at the new Wea Prairie Branch. In late fall 2019, a soil erosion issue was identified at the southwest corner of the retention pond. Kettelhut, Schneider Geomatics, and the County Librarian discussed the matter and reached consensus that the repair must be a long term solution. In the current approach, the resolution will be covered by the one-year warranty with Kettelhut and included in the Guaranteed Maximum Price.

Mrs. Grover moved to approve the October 6<sup>th</sup>, 2020 **Personnel Actions**. Board Treasurer Dave Lahr provided a second to the motion. The motion passed.

Under the heading of **Committee Reports**, as chair Mrs. Grover reported for the Personnel committee. Mrs. Grover mentioned the committee met on September 16 to continue the Board's discussion on creating a new Automation Analyst position in the Automation department. Mr. Holman shared background information on the work load and current staffing of the Automation department along with the differences in assignments and levels of tasks. He also spoke about the benefits of creating the new position including the ability to plan for IT improvements. The committee also discussed the compensation level for all Automation positions. The committee agreed to recommend approval of the position. After a discussion by the Board and explanation on funding the position and how it improves library services, Mrs. Grover moved for approval of a new 40-hour Automation Analyst position at Grade 8. Mr. Bultinck seconded the motion. The motion passed. Also under the heading of **Committee Reports**, as Foundation Liaison, Mr. Bultinck reported on two recent Zoom meetings of TCPL Foundation Directors. He reported the first meeting was attended by Morgan Stanley investment manager Ken Mittelbrun who reported on the assets of the investment account. Mr. Bultinck indicated the Foundation is in a good position to write any necessary checks. It is time to decide on the focus of the subject of the annual appeal in order to complete that mailing this fall. Mr. Bultinck stated the Foundation is open to making a financial contribution in 2022 toward the renovation of the downtown library. The second meeting focused on the review and adoption of an Investment Policy. The revised policy was approved and will be filed with other important Foundation paperwork.

Under the heading of **Other Reports**, Friends President Jim Plantenga reported what is going on with the Friends of TCPL. Mr. Plantenga mentioned the September 19<sup>th</sup> Friends members only book sale went very well. The event was held in the parking lot of the storage building on Alabama Street. The Friends took in \$3,800 that day. Social distancing was observed and sanitizer was available at each table of books. The Friends are planning another sale that will take place on Saturday, October 17<sup>th</sup>. This time around, the sale will be open to Friends members during the morning and to the general public during the afternoon. Also under the heading of **Other Reports**, Mr. Holman took time to update the Board on a revised proposal estimating TCPL's tax levy going into 2022. With the revision, the Board was shown how issuing a one-time bond to purchase a new vehicle for Outreach services will be integrated into the BIRF fund. The 2021 BIRF budget is based on the issuance of this estimated \$340,000 bond. No action was taken on this topic.

The Automation Position was set to be discussed under **Old Business**, but action was taken after the Personnel committee report.

Under the heading of **New Business**, the Board considered the adoption of the 2021 budgets. Mr. Holman reminded the Board it reviewed the draft budget at its August meeting and that the Finance committee completed its work with the budget. With the public hearing held at the September meeting, the Board will now consider the adoption of the 2021 budgets and tax levy rate. Mr. Holman explained the adoption resolution and the numbers shown on it. As the Board reviewed the actual numbers, Mr. Hawkins questioned the accuracy of the BIRF tax rate

compared to the 2020 tax rate. After discussion and more calculation, it was clear a decimal was out of place. After correcting this, the adoption resolution was modified on paper and on Form 4B of DLGF's Gateway online program. Mr. Bultinck moved to adopt the 2021 Budget Resolution to appropriate funds and approve the tax rate for the Operating and BIRF budgets. Mr. Lahr provided a second to the motion. The motion passed. Once the resolution form is signed, the County Librarian will upload it and submit all budget forms on Gateway. That action will finalize the 2021 budget submission.

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 30106 through 30195. The prewritten claims were \$222,951.80 and the regular claims were \$187,761.88 for a grand total of \$410,713.68. Mr. Hawkins seconded the motion. The motion passed.

Mr. Hawkins moved to adjourn the regular Board meeting at 7:54 p.m. Mr. Bultinck seconded the motion. The motion passed.

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Mary Springer, Secretary

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