

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**November 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, October 29, 2020 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Gail Summers, President  
Mary Springer, Secretary  
Dave Lahr, Treasurer  
Mida Grover, Member

**ABSENT:**

Stephen Bultinck, Vice-President  
Lora Goonewardene, Member  
Brandon Hawkins, Member

**GUESTS**

Harry Mohler, Architect  
Jos N. Holman, County Librarian

Board President Gail Summers chaired the regular Board meeting and called it to order at 7:01 p.m. A quorum was declared to conduct business for the library. President Summers requested Board Secretary Mary Springer lead the Board in reciting the Pledge of Allegiance. She did so.

Board Treasurer Dave Lahr moved the **Board Minutes** of October 6<sup>th</sup>, 2020 be approved as presented. Mrs. Springer provided a second. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on three topics impacting the library system. Mr. Holman updated the Board on the progress of developing a new strategic plan. He mentioned community surveys are going well with 150 completed thus far. He mentioned the staff/Board surveys are available as well. Six in-person Focus Group sessions are scheduled for Thursday, November 12. Two virtual Focus Groups will take place on two different days. The three-hour Board retreat is scheduled for Monday, December 14. Eventually, two sessions to gather staff member's contributions will be scheduled. The timeline for the completion of the strategic plan is still on course at this time. Mr. Holman indicated efforts continue with the Indiana Bond Bank (IBB) for the purchase of a new vehicle for community outreach. The application was approved and U.S. Bancorp rose to the top of the bidding process with an interest rate of less than one percent. Official paperwork is being reviewed by TCPL's attorney before the application is completed. TCPL has until January 6 to complete the paperwork. Finally, Mr. Holman spoke about a mistake in the installation of the Burgeon "*Seed Pod*" at Wea Prairie. Previously, it was noted that TCPL appeared to be missing two "interactives" and through several verifications Burgeon is finally sending the missing pieces to TCPL. The items will arrive within the next five days and will be installed on the appropriate panels.

Board member Mida Grover moved to approve the November 3<sup>rd</sup>, 2020 **Personnel Actions**. Mrs. Springer 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 via Zoom on October 27<sup>th</sup> to discuss the health insurance plan renewal for benefited TCPL staff members. The County Librarian and Human Resource Coordinator Steve Berman were in attendance as well. TCPL's health insurance is provided by CIGNA. The County Librarian reviewed several documents previously emailed to the committee. The committee asked questions and considered the employee contribution along with increased costs for TCPL. Mrs. Grover indicated the committee reached consensus and will recommend the renewal with the same percentage contributions for TCPL and the employees. Also, employer contributions to the Health Savings Account and the Flexible Spending Account are expected to stay the same. A motion will be made under **New Business**.

Under the heading of **Other Reports**, Friends President Jim Plantenga was absent so there was no report. Also, under the heading of **Other Reports**, the County Librarian presented an informational overview related to TCPL purchasing a lease vehicle for community outreach. Specifically, Mr. Holman showed two styles of vehicles under consideration, a sprinter van and a step van. Two vendors, Farber Speciality Vehicles and Summit Bodyworks are being vetted. Mr. Holman noted the difference between the vehicles sizes and styles, the cost for each style, and the time line to receive a completed vehicle. Board members asked questions and made comments about the vehicles. Mr. Holman inquired as to how involved the Board wanted to be in the final selection and design of the vehicle. There was Board consensus that administration should proceed with moving the project forward with minimal Board input. Mr. Holman thanked the Board for this position and stated he would keep the Board updated. No action was taken on this topic.

There were no topics under the heading of **Old Business**

Under the heading of **New Business**, the Board finalized its discussion on the health insurance renewal. Mrs. Grover indicated the committee recommends approval and moved to approve renewing the health insurance benefit with CIGNA for 2021 with TCPL paying 92% of the individual premium and the staff continuing to pay 8% for single coverage. Mrs. Springer provided a second to the motion. The motion passed.

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 30196 through 30290. The prewritten claims were \$309,142.48 and the regular claims were \$162,137.46 for a grand total of \$471,279.94. Mrs. Springer seconded the motion. The motion passed.

There were no **Comments from the Public**.

Under **Comments from the Board**, Mrs. Grover shared a couple of positive observations about the Friends of TCPL monthly meetings and the success of their

recent book sale. Under the heading of **Comments from the Director**, Mr. Holman mentioned several topics to the Board. Mr. Holman suggested the traditional staff/Board dessert reception held during the Board's December meeting not take place this year because of COVID-19. With this change, the staff recognition for longevity will not take place as well. Mr. Holman shared observations on the October 12 Staff Day activities and gave Board members one of the drawstring bags given to the staff. Mr. Holman thanked the Friends for their support of Staff Day including a Starbucks gift card for each staff member. On a different topic, Mr. Holman indicated TCPL should continue to be closed on Sundays through December 31 2020 based on the current level of library visits. With COVID-19, onsite use of the library continues to be a lot less than usual. This was acceptable to the Board members who were present. Referring to the Board claims, Mr. Holman pointed out the large payment made to Duke Energy was based on previous billing issues by Duke Energy themselves. Finally, Mr. Holman informed the Board of the year-end CFGI distribution and recommended TCPL accept the estimated \$1900 distribution and add it to the Gift Fund. There was Board consensus to take this action.

Mr. Lahr moved to adjourn the regular Board meeting at 8:01 p.m. Mrs. Grover seconded the motion. The motion passed.

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Mary Springer, Secretary

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