

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

December 1, 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 Wednesday, November 25, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, President
Stephen Bultinck, Vice-President
Mary Springer, Secretary
Lora Goonewardene, Member (via Zoom)
Brandon Hawkins, Member
Mida Grover, Member

ABSENT:

Dave Lahr, Treasurer

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 member Brandon Hawkins lead the Board in reciting the Pledge of Allegiance. He did so.

Board Vice-President Stephen Bultinck moved the **Board Minutes** of November 3rd, 2020 be approved as presented. Mr. Hawkins 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. He reported on the progress in developing a new strategic plan for TCPL. Consultant Amanda Standefer completed a summary of the focus group sessions and is in the process of creating a "learning report" based on the 312 surveys completed by the community and 46 surveys completed by the Board and staff. Also, 35 names were drawn of the 192 individuals who completed the survey and wanted to be included in the drawing. Ten winners will receive \$25 Visa gift cards and twenty-five will receive \$5 McCord's Candies certificates. Mr. Holman mentioned the Board's retreat for their work on the strategic plan takes place at the Tippecanoe Arts Federation on Monday, December 14th. Staff retreat sessions will be scheduled for the second week of January. Mr. Holman indicated the accounting firm of Hare, Russell, and Holder, completed and submitted TCPL Foundation's 990 federal tax forms on November 16th. The Foundation's state tax return was also completed and filed. Foundation Treasurer, Rita K. Smith signed both documents. Finally Mr. Holman stated Wea Prairie Branch Manager Marlene Darnell, reported multiple occurrences where individual dirt bike riders were seen riding on the western part of the library's property. There have been few opportunities for conversations to convey library expectations and concerns to these dirt bike riders. TCPL will install appropriate signage on the property prior to next summer.

Board member Mida Grover moved to approve the December 1st, 2020 **Personnel Actions** which included the 2020 Longevity awards. Mrs. Springer provided a second to the motion. The motion passed.

There were no **Committee Reports**.

Under the heading of **Other Reports**, there was not a report on activities for the Friends of TCPL. However, under the heading of **Other Reports**, the County Librarian presented an overview of the bond process including the specific steps and responsibilities of the Board. He also spoke to the unanticipated change with the bond issuance associated with the debt service fund. Essentially, TCPL will need to go through the exact same process and steps to issue this small bond that it usually goes through with a construction bond. Initially, TCPL was advised it could take an abbreviated approach to issuing this bond. A copy of the letter from Baker Tilly was referenced by Mr. Holman. At this point, Mr. Holman is working with bond counsel from Ice Miller, LLP. Mr. Holman spoke to specific details of the **Master Tax-Exempt Lease/Purchase Agreement and Financing of a Project**. The Board will need to consider a resolution approving this agreement. Also, Mr. Holman explained the Reimbursement Resolution associated with the bond. No action was taken on either topic under **Other Reports**.

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

Under the heading of **New Business**, the Board considered the **Resolution Approving a Master Tax-Exempt Lease/Purchase Agreement and Financing of a Project**. With the background information presented earlier by the County Librarian, the Board of Trustees needed to take action to adopt a resolution approving the lease/purchase agreement and the financing for this project. The resolution was prepared by bond counsel. Once adopted it authorizes the issuance of bonds. Present operational circumstances of the library are not adequate to provide proper library services and there are insufficient funds available in existing tax levies to pay the total cost of the purchase of the equipment. Therefore, TCPL will enter into this agreement to finance the vehicle. The lease/purchase agreement shall not exceed \$340,600 with an interest rate that does not exceed one percent (1.00%) per annum. Once the resolution is passed, the Secretary of the Board must give notice of determination to enter into the lease by publishing it twice in the local newspapers and posting it in three public places. Mr. Hawkins moved to approve the **Resolution Approving the Master Tax-Exempt Lease/Purchase Agreement and Financing of a Project** and to publish a notice of determination in the local newspapers and post in three public spaces. Mrs. Springer provided a second to the motion. After a brief discussion, the Board voted 5-0 to approve the resolution. The next item of business the Board considered was a Reimbursement Resolution. Often when TCPL issues a general obligation bond there may be a need to use the services of financial consultants, bond counsel and other professionals. Mr. Holman reminded the Board this option may or may not be utilized depending on the total costs associated with the issuance of the bond. To exercise this option, the Board must adopt a "declaration of official intent to reimburse expenditures." Mr. Hawkins moved to approve the Reimbursement Resolution as presented. Mrs. Grover seconded the motion and the motion passed 5-0.

The Board also considered a couple of calendar related topics. The Board reviewed the 2021 Library Closed Days which included scheduled federal holidays. The dates submitted included the 2021 Staff Day date of October 11th, which is also Columbus Day. Mr. Hawkins moved to approve the 2021 Closed Days dates as presented. Mrs. Springer seconded the motion and the motion passed. Next, the Board considered the 2021 Board meeting dates with its regular monthly meeting on the first Tuesday of the

month. The County Librarian stated no adjustments of dates were made for election days in 2021. The starting time for the meeting will continue to be 7:00 p.m. Mr. Bultinck moved to approve the 2021 Board meeting dates as presented. Mrs. Grover provided a second and the motion passed. The next topic to consider was the 2021 Salary Ordinance. The County Librarian reminded the Board the new strategic plan would likely involve compensation actions. Mrs. Springer moved to approve the 2021 Salary Ordinance as presented. Mr. Hawkins seconded the motion. The vote was taken and the motion passed. Mr. Bultinck moved to approve the Resolution of Transfer of Funds to the 2020 Operating budget to decrease the specified appropriation balances and transfer funds to the appropriate budget lines. Mr. Hawkins seconded the motion and it passed. Finally, the County Librarian commented on the single encumbrance of the 2020 budget to help utilize existing budget lines and defray the cost of these items in 2021. The encumbrance is a repeat of the 2020 encumbrance for maintenance of the 24 Hour Library. The annual maintenance expense is just over \$15,000. If we carry over the major part of this amount from the Equipment and Repair budget line, it will have less of an impact in 2021. Mr. Bultinck moved to approve the 2020 Operating Fund Encumbrance, which totaled \$15,057. Mr. Hawkins provided a second and the motion passed.

Under the heading of **Other Business**, Mr. Hawkins moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 300291 through 300373. The prewritten claims were \$226,189.21 and the regular claims were \$133,663.27 for a grand total of \$357,852.48. Mrs. Grover seconded the motion. The motion passed.

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

Under the heading of **Comments from the Director**, Mr. Holman mentioned a few things to the Board. Mr. Holman thanked the Board for their efforts in efficiently discussing and taking action on the full agenda for the meeting. Without longevity recognition and with the amount of time for the retreat, he included as many topics as possible for this particular meeting. He reminded the Board a light dinner would be served at the retreat and gave the address of TAF. Finally, he indicated with the current level of business and visitors to the library, TCPL would remain closed on Sundays through the month of January. At that point, we will evaluate the current level of operations to see if a different decision should be made. For now, with the increase of COVID-19 cases in the county, TCPL will revert to a one hour use of the library inside the building and continue with curbside services.

Mr. Hawkins moved to adjourn the regular Board meeting at 7:34 p.m. Mrs. Grover seconded the motion. The motion passed.

Mary Springer, Secretary

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