

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
January 5, 2021

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, December 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

ABSENT:

Lora Goonewardene, Member
Mida Grover, Member

GUESTS

Harry Mohler, Architect
Jim Plantenga, Friends President
Jos N. Holman, County Librarian

Prior to the regular Board meeting, a Public Hearing for an Additional Appropriation was convened by Board President Gail Summers at 7:02 p.m. No members of the public were in attendance. Board Vice-President Stephen Bultinck moved to close the Public Hearing at 7:04 p.m. Board Treasurer Dave Lahr seconded the motion and the motion passed.

President 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.

Board Secretary Mary Springer led the Board in reciting the Pledge of Allegiance.

Board member Brandon Hawkins moved the **Board Minutes** of December 1st and December 14th, 2020 be approved as presented. Mrs. Springer provided a second and the motion passed. Mr. Bultinck abstained.

Under the heading of the **County Librarian's Report**, Mr. Holman brought a few items to the Board's attention. He announced starting January 29th, TCPL will start the annual Family Read Aloud (FRA) program to inspire families to spend time reading aloud together during the winter. The annual month long winter reading program replicates a summer reading club by encouraging families to read aloud together. Families keep track of their time and receive small incentives for their participation. The theme is **"Eye Love to Read"**. Two virtual programs are scheduled as part of the program which is sponsored by the Friends of TCPL and Purdue Federal Credit Union. Mr. Holman reported the annual appeal letter was sent out to Foundation donors the third week of December. The letter was sent to individuals and a handful of businesses who contributed to the Foundation during the past three years. So far, more than 40 gifts were received. The dollar amount is not available at this time. Mr. Holman went on to mention there were a number of facilities related activities. The "motherboard" that operates the exterior locking mechanism of the west lobby loading dock door malfunctioned and was replaced by

Mulhaupt, Inc. The replacement part with installation was just over \$1,200. Unfortunately, TCPL was also required to change the software that operated the panel and will incur a \$20 monthly cost for Mulhaupt to operate the software. Finally, Mr. Holman shared TCPL is in the beginning stages of switching to new accounting software in 2021. For the past 5 years or so, the current software has been wonky and unreliable at times. One repetitive challenge is unexpected changes after software backups are already made. This often occurs each month as the Board claims are being finalized. The Automation department will work with Finance Controller Loretta Carter to implement the new software over the next two months.

Mr. Hawkins moved to approve the January 5th, 2021 **Personnel Actions**. Mr. Bultinck seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mr. Hawkins reported on behalf of the Nomination Committee. He stated past presidents of the Board met via email and consulted on a slate of Board officers for 2021. With most officers in their first year of service, the committee proposed the current officers serve a second year in their current position. Mr. Hawkins concluded the report indicating action will be taken under **New Business**.

Under the heading of **Other Reports**, Friends President Jim Plantenga reported on recent Friends activities. Mr. Platenga mentioned the Friends had a successful “Grab Bag” sale in December where they sold 250 bags for a total of \$1,250. He indicated the Friends sold 16 bags to one customer. Mr. Platenga indicated the Friends have cancelled their March 2021 book sale. The June 2021 book sale is still on at this time. Finally, he stated another “Grab Bag” sale is being planned for April 2021. Also under **Other Reports**, the County Librarian updated the Board on a December 21st meeting with Jackson Bogan of the Mitchell Agency. Mr. Bogan requested the meeting to review TCPL’s comprehensive liability insurance package. During the meeting, Mr. Bogan recommended TCPL change its insurance provider to a company called Selective. The coverage for each area of insurance is almost identical and the library will save almost \$6,000 from its renewal price with Liberty Mutual. Mr. Holman reviewed a document listing specific coverage costs for different areas of insurance. Board members asked several questions and briefly discussed the topic.

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

Under the heading of **New Business**, the County Librarian spoke about a necessary action associated with issuing a general obligation bond. This step is an effort to make sure the general public is aware a local taxing unit will issue new debt. TCPL fulfilled its responsibility to publish a Notice of Determination and Notice of Additional Appropriation with the general public. This action was accomplished by publishing legal ads in the Lafayette Journal & Courier and the Lafayette Leader. The notice was also posted in three public places in the library district. Once completed, the proofs of publications were sent to the library. The County Librarian provided copies of the proofs of publication to the Secretary of the Board of Trustees. Mr. Bultinck moved to approve the proofs of publication and the public

posting and make them a part of Board records. Mrs. Springer provided a second to the motion and the motion passed.

President Summers asked the County Librarian to continue to the next item of business. Mr. Holman indicated the final step associated with issuing a general obligation bond to finance a new outreach vehicle is for the Board to approve an Additional Appropriation. Acquiring the vehicle is being accomplished by entering into a Master Tax-Exempt Lease/Purchase Agreement with U.S. Bancorp. The \$340,600 in funds must be appropriated by the Board before the money can be spent on the project. This is required as an additional appropriation because existing funds are not available to fund this purchase. The Board must pass an Additional Appropriation Resolution. Mr. Bultinck moved to approve the Resolution Appropriation identified as Exhibit A as presented. Mr. Lahr seconded the motion and the motion passed.

The Board moved on to the election of officers. Mr. Hawkins presented the proposed slate with Gail Summers being nominated for President, Stephen Bultinck for Vice-President, Mary Springer as Secretary, and Dave Lahr as Treasurer. Mr. Hawkins moved to approve by acclamation the 2021 TCPL Board officers. Mr. Bultinck provided a second for the motion. The motion was approved as presented. Also under the heading of **New Business**, as a representative of the Nominating Committee, Mr. Hawkins initiated the election of Board officers. He presented the 2021 slate of Board officers as follows: Gail Summers, President, Stephen Bultinck, Vice-President, Mary Springer, Secretary, and Dave Lahr, Treasurer. Mr. Hawkins moved the 2021 slate of officers be approved as presented by acclamation. Mr. Bultinck seconded the motion and the slate was approved.

Under **Other Business**, President Summers requested a motion to suspend the regular meeting. At 7:27 p.m., Mr. Hawkins moved to suspend the regular meeting and convene the Board of Finance to consider financial matters and routines for 2021. Mrs. Springer seconded the motion and it passed. The first item of business was to elect a President and Secretary of the Board of Finance. It was suggested Board President Gail Summers and Board Secretary Mary Springer serve as officers of the Board of Finance. Mr. Bultinck moved to nominate and elect by consensus Gail Summers as President and Mary Springer as Secretary of the Board of Finance. Mr. Lahr provided a second and the motion passed. Regarding the TCPL Investment Policy, Mrs. Springer moved to reaffirm the Investment Policy of the Tippecanoe County Public Library. Mr. Bultinck seconded the motion and it passed. The County Librarian informed the Board of the local banks which served as depositories in 2020. Mr. Bultinck moved to designate the following banks as depositories for library funds in 2021: Old National Bank, First Merchants Bank, and U.S. Bankcorp. Mr. Lahr provided a second and the motion passed. Mr. Hawkins moved that the Lafayette Journal & Courier and the Lafayette Leader be approved as designated newspapers to publish TCPL's legal advertisements in 2021. Mrs. Springer seconded the motion and it passed. Mr. Bultinck moved to approve the request for advance tax draws from the County Auditor for the 2021 fiscal year. Mrs. Springer provided a second and the motion passed. At 7:40 p.m., Mr. Hawkins moved to adjourn the Board of Finance meeting and reconvene the regular Board meeting. Mr. Bultinck seconded the motion and it passed.

Next 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 300416 through 300465. The prewritten claims were \$102,916.52 and the regular claims were \$78,733.49 for a grand total of \$181,650.01. Mrs. Springer seconded the motion and it passed. There was no **Other Business**.

Mr. Hawkins moved to adjourn the regular Board meeting at 7:48 p.m. Mrs. Springer seconded the motion and it carried.

Mary Springer, Secretary

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