

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
February 2, 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 Thursday, January 28, 2021 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, President
Mary Springer, Secretary
Mida Grover, Member

ABSENT:

Stephen Bultinck, Vice-President
Dave Lahr, Treasurer
Brandon Hawkins, Member
Lora Goonewardene, Member

GUESTS

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

President Gail Summers chaired the regular Board meeting and called it to order at 7:04 p.m. President Summers declared there was not a quorum to conduct business on behalf of the library. Board Secretary Mary Springer led the Board members in attendance in reciting the Pledge of Allegiance. After a brief discussion, the Board members who were present agreed to hear all reports identified on the agenda and to hold action items for the next regular meeting of the Board. No action was taken on the Board Minutes, Personnel Actions, Claims and the Surplus List.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several items for the Board to be aware of. He mentioned TCPL received and confirmed its 1782 Notice from the Department of Local Government Finance (DLGF). TCPL's final Operating budget of \$6,052,637 was reduced by \$40,000 based on the 2020 decreased revenue stream. In early January, purchases were made using the 2021 materials collection budget. TCPL continues to make progress toward the acquisition and installation of its new accounting software. On February 9, an AVC Technology representative will conduct on-site training. Finance Controller, Loretta Carter is compiling background data requested by AVC in preparation for the conversion. Mr. Holman informed the Board of the status of TCPL's Foundation's annual appeal. The funds are being raised to purchase additional items for SORA, a collection of youth e-books that are accessible via student issued electronic devices. So far, \$7,656 was contributed by 70 donors. Mr. Holman believes at least \$10,000 will be reached. Finally, Mr. Holman updated Board members on a \$1,200 grant from the National Endowment for the Humanities titled "*Lift Every Voice*". TCPL partnered with Chi Phi Omega of the Alpha Phi Alpha Sorority to apply for the grant. The grant focused on developing and presenting African-American poetry from the Harlem Renaissance period to youth and adults. Two virtual programs will be presented this spring. The first program is

scheduled for Sunday, February 28th and will include the Haraka Writers of Purdue's Black Cultural Center. Also, during a week in February, a Traveling exhibit of the Harlem Renaissance will be on display in the lobby of the downtown library.

There were no **Committee Reports**.

Under the heading of **Other Reports**, Friends President Jim Plantenga shared information on Friends activities. Mr. Plantenga reported the Friends January "Grab Bag" made less than their December sale. The total income was just over \$900 with the majority of sales in the first hour. The Friends will not hold a book sale this March, but are planning a June sale. The sale will be held indoors if possible, but if not, it will be held in the parking lot of the storage building. The Friends are still accepting donations, but they are using Thrift Books, a national reseller, to decrease their inventory of used books. Finally, Mr. Plantenga indicated the Friends will hold their annual meeting via Zoom on Tuesday, March 16. Two key items of business are the election of new officers and the appointment of two new Board members.

Also, under **Other Reports**, the County Librarian provided observations regarding statistical information of library services for 2020 using both the 4th Quarter Statistics report and numbers from the Indiana State Library (ISL) report. Mr. Holman stated for 2020, ISL is collecting more data about virtual programs. There were several questions as Mr. Holman mentioned 2019 numbers compared to 2020 and considered the percentages and actual number for several categories. He highlighted categories related to programs, print and non-print circulation, increases in e-book circulation and website hits. He also pointed out how total checkouts for the year differed making a comparison to total checkouts prior to the ILS change. In conclusion, Mr. Holman stated 2021 will likely be similar in numbers to 2020 based on fewer on-site programs in the first half of 2021.

Next under **Other Reports**, Mr. Holman presented an update on the Pandemic COVID-19 draft plan. He reviewed background information related to FFCRA and commented how the December 31st ending of FFCRA created a need for TCPL to have its own policy. Mr. Holman informed the Board on discussions and work done by an ad hoc management team group. The next step is for the draft plan to be reviewed by the Board's Personnel Committee. After the committee's work, a recommendation will be made to the full Board. Until then, TCPL will continue to assess and decide on each employee COVID-19 situation in the most consistent way possible. As Personnel Committee chair, Mida Grover indicated she would schedule a meeting of the committee prior to the March Board meeting.

Finally, under **Other Reports**, the County Librarian briefly explained E-Rate funding as it related to changes in E-Rate rules initiated in 2019. Basically, all of the E-Rate reimbursements changed to being connected to compliance with CIPA (Children's Internet Protection Act). TCPL has not been CIPA compliant for almost two decades. The other factor associated with this is the outsourcing of E-Rate reimbursements by a third-party vendor, which was TCPL's practice. That practice was discontinued with the 2019 change. Now the Board has to reassess its

approach to CIPA as it relates to E-Rate reimbursements. More Board discussion about this topic will happen over the summer.

Near the end of the meeting, the County Librarian updated Board members on the strategic plan activities. He apprised them that their March meeting will focus on work with Amanda Standefer as we move toward the anticipated product of a new strategic plan.

Mrs. Grover moved to adjourn the meeting at 8:07 p.m. Mrs. Springer seconded the motion and it carried.

Mary Springer, Secretary

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