

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 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, February 25, 2021 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

GUESTS

Harry Mohler, Architect
Jos N. Holman, County Librarian

President Gail Summers chaired the regular Board meeting and called it to order at 7:00 p.m. President Summers declared there was a quorum to conduct business on behalf of the library. Board Treasurer Dave Lahr led Board members in reciting the Pledge of Allegiance.

The Board utilized a modified agenda and immediately proceeded to **Other Reports** in order to receive and discuss the first draft of the strategic plan. Consultant Amanda Standerfer led the Board in reviewing several elements of the plan. Standerfer presented multiple options for a new mission and updated vision for the Board to consider. After reaching consensus on a mission and a vision, the Board discussed the three strategic directions and goals associated with each direction. Standerfer guided the discussion of sample objectives aligned with the goals. Some objectives were discussed at length while others were quickly agreed upon. Standerfer noted the Board input and preferences to revise the plan for future Board review. The Board anticipates adopting the new strategic plan at its April meeting.

Board member Brandon Hawkins moved the Board Minutes of January 5th and February 2nd, 2021 be approved as presented. Mr. Lahr provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman brought three items to the Board's attention. Mr. Holman mentioned the 2021 Family Read Aloud (FRA) program exceeded expectations. 351 families signed up for FRA and are collecting the hourly prizes associated with the program. The Youth staff ran out of

Friends Books Bucks (BB) and printed 50 more (BB) to meet demand. Two virtual performances were held on Saturdays and were well received with 895 and 686 people reached respectively. Teen Librarian Melissa Delaney coordinated a successful FRA program this year. Mr. Holman mentioned TCPL will launch a new virtual programming tool in March. A DISCORD Server will be initiated for local library users to interact in virtual programming using instant messaging and VOIP applications. He explained a DISCORD Server is freeware-based software that TCPL will host, facilitate, monitor and maintain. Initially, the server will engage younger library customers with TCPL staff members on specific gaming apps. He noted guidelines and expectations for participant behavior will be shared and monitored by staff. Finally, the County Librarian stated he met with West Lafayette Public Library (WLPL) director Nick Schenkel to get a first-hand look at plans to renovate WLPL. Initially, WLPL planned a temporary move into Happy Hollow Elementary School during the construction phase of the project. After evaluating the cost of relocating and the time and energy involved, WLPL will remain in their building while construction work goes on around them. Mr. Holman emphasized WLPL will add 20,000 square feet of space on two floors at an estimated cost of \$11 million.

Board member Mida Grover moved to approve the February 2nd and March 2nd, 2021 **Personnel Actions**. Board Vice President Stephen Bultinck seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Brandon Hawkins shared information related to the committee's February 16th meeting. Mr. Hawkins mentioned the County Librarian met with Lafayette Mayor Tony Roswarski to discuss the future needs of MatchBOX Coworking Studio. Mayor Roswarski indicated MatchBOX is interested in expanding its footprint and wondered what are the future facilities needs of TCPL. Mr. Hawkins stated the committee discussed the needs of the Technical Services Department (TSD) presently located in the Stein Building. The committee briefly discussed the MatchBOX agreement and resolved to carefully consider options in light of the downtown library renovation. Board members asked several questions about TCPL's facilities with the members of the committee and the County Librarian providing answers. It was decided sometime this spring, the Board would walk through MatchBOX and TSD to understand all options. Also, under **Committee Reports**, Personnel Committee chair Mida Grover reported on their meeting which also took place on February 16th, 2021. The committee focused on how TCPL can handle staff based COVID-19 situations since the FFCRA (Family First Coronavirus Response Act) ended December 31st, 2021. Mrs. Grover stated the County Librarian shared several scenarios emphasizing a Board approved approach is needed to manage these situations. The Committee discussed various aspects of the challenge of operating without a policy in place. Consensus was reached on two topics. 1. Staff who are ill or may have been exposed to COVID-19 should be encouraged to stay home. 2. Future decisions about staff who used FFCRA leave before January 1, 2021 will be based on situations already requiring staff to be away from work. The committee will pursue the creation of a resolution to address situations in the immediate future. Mr. Holman will develop a draft resolution for the committee to bring to the Board.

In revisiting **Other Reports**, Friends President Jim Plantenga was absent so there was not a report from the Friends. As Friends liaison, Mrs. Grover reminded the Board that the Friends Annual Meeting will take place via Zoom on Tuesday, March 16th. During the meeting the Friends board will elect officers and appoint two new board members.

Under the heading of **New Business**, the County Librarian presented background information on the Outstanding Check Warrants topic. Based on Indiana Code, TCPL is authorized to compose a list of outstanding check warrants in order to void the checks. Once voided, TCPL may re-enter the dollar amounts into the fund the amount was originally written against. The code citation is IC 5-1-10.5-5. There are eight (8) checks this year which primarily reflect individual customer refunds for payment of outstanding fees. Mr. Hawkins moved to approve the Outstanding Check Warrants list as presented. Mr. Bultinck seconded the motion. The motion passed unanimously.

Under the heading of **Other Business**, Mr. Lahr moved to approve the grand total of the February 2021 claims listing presented by the County Librarian starting with claim number 30466 through 30562. The prewritten claims were \$223,978.47 and the regular claims were \$194,442.88 for a grand total of \$418,421.35. Mrs. Springer seconded the motion. The motion passed. Mr. Lahr then moved to approve the grand total of the March 2021 claims listing presented by the County Librarian starting with claim number 101 through 181. The prewritten claims were \$444,120.74 and the regular claims were \$153,465.81 for a grand total of \$597,586.55. Mrs. Grover seconded the motion and it passed. The March claims are the first to use the new AVC accounting software, so the claim numbers are different than the Banyon system.

There was no **Other Business**.

Under **Comments from the Public**, architect Harry Mohler briefly commented on the work associated with the new public safety building that will be constructed at the corner of Columbia and 7th Street. He also commented on the total estimated costs of construction projects in the downtown area. Under **Comments from the Board**, Mrs. Grover complimented the County Librarian on the work associated with the strategic plan. Under **Comments from the Director**, the County Librarian stated with the adoption of the new strategic plan, an activity/action plan will be developed by TCPL staff. He also mentioned the strategic plan will likely influence the renovation plans of the downtown library.

Mr. Hawkins moved to adjourn the meeting at 8:25 p.m. Mrs. Springer seconded the motion and it carried.

Mary Springer, Secretary

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