

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**April 6, 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, April 1, 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

**ABSENT:**

Lora Goonewardene, Member

**GUESTS**

Harry Mohler, Architect  
Suzanne Cunningham, Friends Vice-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 a quorum to conduct business on behalf of the library. Board member Mida Grover led fellow members in reciting the Pledge of Allegiance.

Board member Brandon Hawkins moved the **Board Minutes** of March 2<sup>nd</sup>, 2021 be approved as presented. Mrs. Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman mentioned several items from the report. He reiterated with Board approval of the new strategic plan, TCPL staff members will finally see and start working on the three key strategic directions for impactful library service. Staff will provide input and ideas into the activity/action plan that guides library operations for the next three years. Periodic meetings will be scheduled by the County Librarian during June, July, and August to start this process. Mr. Holman showed the Board the one-page summary of the plan and mentioned the "Theory of Change" document that is a part of the plan. Mr. Holman moved on to comment on how TCPL's 24-Hour Library was included in an electronic brochure developed by Envisionware. The "flip-book" is a digital promotional booklet for the 24-Hour Library. The library service along with a photo representation of it is shown from libraries in several states. Mr. Holman showed the Board the digital version of the "flip-book". Finally, Mr. Holman reported three TCPL staff members will participate in a STEM based training hosted by the Indiana State Library. Mynda Cruz, Alec Gramm and the County Librarian will attend the nationwide "*Leap into Science Virtual Workshop*" on Tuesday, April 6<sup>th</sup>. The two-hour live workshop focuses on integrating open-ended science activities

with children's books. The books are designed for children ages 3-10 and their families. The grant-based program is STEM based and provides a materials kit to each library that participates. TCPL's responsibility is to provide three programs and celebrate national science week in June 2021. Mr. Homan indicated this should be a new and exciting collaboration for TCPL.

Mrs. Grover moved to approve the April 6<sup>th</sup>, 2021 **Personnel Actions**. Board Secretary Mary Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mrs. Grover reported as Personnel Committee chair. She updated the Board on key points discussed during the committee's February 16<sup>th</sup> meeting on administering paid leave for COVID-19. She indicated the committee reviewed a draft document at the meeting. Recently, the County Librarian sent a revised document with a few changes and the committee responded via email with comments. As part of the committee report, the Board suggested a couple of changes. There was Board consensus to revise item#4 under the Pay Provisions section of the plan. The revision centered on the number of weeks paid for staff who needed daycare. Also, the Board requested consistency in the use of the COVID-19 term. Mrs. Grover concluded her report by stating action will be considered on a draft resolution supporting an administrative plan under **New Business**. There were no other **Committee Reports**.

Under the heading of **Other Reports**, Friends Vice President Suzanne Cunningham reported for the Friends of TCPL. Ms. Cunningham mentioned the Friends book sale committee is meeting regularly. The Friends are planning on monthly outdoor parking lot sales in lieu of quarterly indoor sales. The first sale will be held on April 17 in the parking lot of TCPL's storage building. This sale will focus on children's books and adult fiction. Face masks and physical distancing will be in place for the sale. The next sale will occur on May 22<sup>nd</sup> and feature adult nonfiction. The Friends hope to have a four-day sale in the fall of 2021. Finally, Ms. Cunningham noted that the Friends are continuing to experience success with their online sales, averaging about \$1000 per month.

Under the heading of **Old Business**, the County Librarian presented the January 2021 Surplus List. With the lack of a quorum at its February 2<sup>nd</sup> meeting, the Board was unable to act on this agenda item. TCPL's Automation department kept a running list of items intended for deletion from the equipment inventory. The list contains several older computers. Mr. Hawkins moved to approve the January 2021 Surplus List as presented. Board Vice-President Stephen Bultinck seconded the motion. The motion passed unanimously.

Under the heading of **New Business**, the County Librarian reminded the Board of the time spent at the March meeting reviewing the draft 2022-2024 Strategic Plan with consultant Amanda Standerfer. Board comments and suggested changes were incorporated by Ms. Standerfer with the agreed upon mission and vision. Mr. Holman indicated the graphical representation of the one-page summary of the plan is still being modified. With the final plan, there will also be a "Theory of Change" document that becomes part of the plan. The Board briefly discussed the

plan which resulted in a minor change in the introductory paragraph. Mr. Bultinck moved to adopt the 2022-2024 Strategic Plan for TCPL with the clarification in the introductory paragraph. Mrs. Springer seconded the motion. The motion passed unanimously. Also, under **New Business**, the Board considered the *Resolution Affirming Implementation of Administrative Plan*. The Administrative Plan portion gives TCPL Administration the authority to make the necessary decisions of pay provisions related to the COVID-19/Pandemic. With the comments offered during the Personnel Committee report, the Board discussed reducing the amount of time under #4 of the Pay Provisions from 12 weeks to 6 weeks. This change specifically references the amount of time a staff member seeking childcare can receive at 2/3 of their regular rate of pay. Mr. Hawkins moved to adopt the Resolution Affirming Implementation of Administrative Plan with a change from 12 to 6 weeks. Mrs. Springer seconded the motion. The motion passed unanimously.

Under the heading of **Other Business**, the County Librarian presented information explaining several variations related to claim numbers. Mr. Holman indicated President Summers asked several questions which he would answer. He explained the absence of some claim numbers based on how the new AVC accounting software included receipts. He also indicated there were payroll numbers that were initially duplicated in the claim listing. It was suggested TCPL make sure claim numbers were consecutive without any gaps and that a gross dollar amount of claims minus net claims be what is approved by the Board. After the discussion, Board Treasurer Dave Lahr moved to approve the grand total of the April 2021 claims listing presented by the County Librarian starting with claim number 220 through 320. The prewritten claims were \$224,699.23 and the regular claims were \$314,048.24 for a grand total of \$538,747.47. Mr. Bultinck seconded the motion and it passed.

There was no **Other Business**.

Under **Comments from the Board**, as Facilities Committee chair, Mr. Hawkins reminded the Board of its intent to tour the Tempest Homes building at the corner of 7<sup>th</sup> and South Street. Mr. Hawkins suggested a follow up via email with a couple of optional dates for anyone who wanted to attend. The County Librarian acknowledged he will coordinate this activity.

Mr. Hawkins moved to adjourn the meeting at 7:55 p.m. Mrs. Springer seconded the motion and it carried.

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Mary Springer, Secretary

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