

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 4, 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 29, 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
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 Vice-President Stephen Bultinck led fellow members in reciting the Pledge of Allegiance.

Board member Mida Grover moved the **Board Minutes** of April 6th, 2021 be approved as presented. Board Treasurer Dave Lahr provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items from the report. He reported the newly adopted TCPL Strategic Plan covering fiscal years 2022-2024 was officially submitted to the Indiana State Library (ISL). Submitting the plan is required by ISL and the status of a strategic plan is one question on the ISL annual report. Internally, TCPL staff members will have their first opportunity to discuss the new plan at the Wednesday, May 12th staff meeting. It will be a hybrid meeting for staff with in-person and virtual participation. Mr. Holman indicated TCPL will get the opportunity to obtain a year's worth of generic marketing with local radio station WBAA. TCPL signed up as part of a special offer provided to members of Greater Lafayette Commerce. Further discussions with WBAA will help determine the best way to take advantage of this media exposure. Finally, Mr. Holman mentioned as TCPL prepares for the Summer Reading Program (SRP), though there are limitations on groups for indoor programming, TCPL Youth librarians are still hoping to interact with local day camps. With several day camps as regular attendees at SRP programs, TCPL will directly invite them to fully engage with the SRP with group registration for their participants, arranged prize distribution and also invite the groups to attend virtual programs. The theme for the

SRP this year is *"Tails and Tales"*. Details of summer reading program plans will be shared in June.

Mrs. Grover moved to approve the May 4th, 2021 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports** Mrs. Grover reported as Personnel Committee chair. She mentioned the Personnel Committee met twice and discussed several topics. One of the meetings included Human Resource Coordinator Steve Berman. One part of the discussion centered on the last adjustment to the Salary Ordinance and the options for staff at the top of the range. The County Librarian mentioned adjustment to compensation was identified in the new strategic plan. The committee will continue to its deliberations at a future meeting.

Also, under the heading of **Committee Reports**, Mr. Hawkins reported for the Facilities Committee. He shared the Board members had the opportunity to visit the Tempest Homes building, TCPL's Technical Services department and the rest of the Stein Building. The city of Lafayette purchased the Tempest Homes building as part of their Public Safety Building project. The Facilities committee sought to understand the potential use of the Tempest Homes building for library functions. In the future, any Board discussion will center on the cost of acquiring and renovating the Tempest Homes building and the city of Lafayette's actual offer. More information is needed on the appraised value and total square feet of the building. No action is anticipated on the committee's report. Finally, under the heading of **Committee Reports**, Foundation Liaison, Stephen Bultinck, requested the County Librarian report on the April meeting of TCPL's Foundation. Mr. Holman shared brief information about the assets of the Foundation. The Foundation has about \$1.4 million in its investment account, about \$99,000 in its checking account, and an estimated \$55,000 in an endowment at the Community Foundation of Greater Lafayette. Also, Mr. Holman stated the Foundation's 2021 annual appeal will highlight the downtown renovation to garner financial support and public interest in the project. There were no other **Committee Reports**.

Under the heading of **Other Reports**, the County Librarian presented statistical information related to the materials collection of the 24-Hour Library stationed in the Red Crown Mini-Museum. Information was presented to respond to last month's questions about the use of the 24-Hour Library. An Excel spreadsheet showed the number of items checked out each month since January 2019. The County Librarian pointed out high use months of April, May, and June 2020 during the health emergency. The Board also discussed the lack of signage for the 24-Hour Library and parking for 24-Hour Library customers. Mr. Holman stated he planned to address these topics in conjunction with the downtown library renovation. Mr. Hawkins asked about separate funding for 24-Hour Library improvements or if it might come from the funds identified for the downtown library renovation. Mr. Holman indicated it would be separate funds. No action was taken on this topic.

No one was present to represent the Friends of TCPL. Mrs. Grover stated the Friends would have another outdoor sale later in May.

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

Under the heading of **New Business**, the County Librarian provided background information on House Enrolled Act 1437, new legislation that governs electronic meetings. Based on the health emergency over the past 12 months and the various Executive Orders issued by Governor Eric Holcomb, local taxing units have been subject to ongoing directives associated with governance meetings. Recently Governor Holcomb signed HEA 1437 passed by the Indiana General Assembly in April. HEA 1437 makes immediate changes to the law related to electronic meetings and electronic signatures. The Board discussed a copy of a legal memo provided by the attorney from the Indiana State Library. The Board also discussed creating a separate policy on electronic meetings. Mr. Bultinck moved to acknowledge, comply, and utilize HEA 1437 for TCPL Board of Trustee meetings. Mr. Lahr seconded the motion. The motion was unanimously defeated. 6-0. Mr. Bultinck then moved TCPL would abide by HEA 1437 subject to the development and approval of a policy and procedures. Mr. Hawkins seconded the motion. The motion passed unanimously.

Under the heading of **Other Business**, Mr. Lahr moved to approve the grand total of the May 2021 claims listing presented by the County Librarian starting with claim number 312 through 398. The grand total of the prewritten and regular claims was \$516,424.09. Mr. Bultinck seconded the motion and it passed.

There was no **Other Business**.

Under **Comments from the Board**, Mr. Hawkins requested the Salary Ordinance be placed on the Board's June agenda. He also suggested the Board might review data comparing the use of the 24-Hour Library to the Outreach department numbers reflecting a specific time period. Under the heading of **Comments from the Director**, Mr. Holman reminded the Board the library would resume its regular hours of operations starting June 1st, 2021 including staying open until 8:00p.m. He also briefly stated the current approach of requesting masks be worn at all buildings. Mr. Holman asked if the Board still supports both activities. There was consensus among Board members that library customers and staff will continue to wear masks and resuming pre-COVID hours.

Mr. Hawkins moved to adjourn the meeting at 8:27 p.m. Board Secretary Mary Springer seconded the motion and it carried.

Mary Springer, Secretary

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