

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 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, July 1, 2021 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, President
Dave Lahr, Treasurer
Mary Springer, Secretary
Brandon Hawkins, Member

ABSENT:

Stephen Bultinck, Vice-President
Mida Grover, Member
Lora Goonewardene, Member

GUESTS

Jos N. Holman, County Librarian

President Gail Summers chaired the regular Board meeting and called it to order at 7:02 p.m. President Summers declared there was a quorum to conduct business on behalf of the library. Board member Brandon Hawkins led Board members in reciting the Pledge of Allegiance.

Board Treasurer Dave Lahr moved the **Board Minutes** of June 1st, 2021 be approved as presented. Board Secretary Mary Springer 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 shared in mid-June, TCPL received communication from Kevin McGill of Crowe, LLP. This is the firm the State Board of Accounts (SBOA) hired to conduct TCPL's next financial audit. The audit will start with an engagement letter and a conference call to confirm the timeline and other important matters. Mr. Holman stated TCPL's Management Team (MT) met several times since the adoption of the new strategic plan to initiate the development of the "Action Plan". MT is using a "gant chart" spreadsheet to compile and clarify ideas that were captured through a google form and during two staff brainstorming sessions. During the July staff meeting, TCPL staff will react to what is developed this far. Staff will complete as much of the "Action Plan" as possible during the summer so work can start in the fall on specific activities. Finally, Mr. Holman updated the Board on the activity associated with the new "community outreach vehicle". The production of the vehicle is on track to be completed in February 2022. A recent communication from Summit Bodyworks indicated there is a price increase of \$4,115 based on the increased cost of raw materials like aluminum and steel. Summit sent sample materials for TCPL to review and select colors for the interior space of the vehicle. The sample colors were shared with the Board. Mr. Holman concluded by stating the first \$85,000 payment for the short-term leasing bond was distributed to Summit per the contract.

Mr. Hawkins moved to approve the July 6th, 2021 **Personnel Actions**. Mrs. Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mr. Hawkins reported for the Facilities Committee. He shared the committee met with and interviewed multiple architects on June 29th. The committee met again just prior to the Board meeting. The committee deliberated about the strengths and experiences of each architectural firm and determined TCPL needed additional pieces of information before a final decision could be made. The County Librarian was directed to communicate with two architectural firms to ascertain the additional information. Mr. Hawkins finished his report indicating the Board might consider holding a special meeting prior to the August Board meeting. Also, under the heading of **Committee Reports**, Mrs. Springer shared information about recent Personnel Committee communications. Mrs. Springer requested clarification of the “lump sum” approach for staff reaching their maximum pay. The County Librarian and other Board members shared background information related to the approach of having a maximum pay for library positions and how a lump sum is awarded. The Personnel Committee understands and accepts its responsibility to initiate a wage compensation study and review the TCPL Salary Ordinance as part of the new strategic plan. The County Librarian stated any changes to compensation levels should occur prior to March 2022. There were no other **Committee Reports**.

Under the heading of **Other Reports**, there was no report for the Friends of TCPL since there was no representative of the Friends at the meeting. Under the heading of **Other Reports**, the County Librarian reviewed the Budget Process Outline. Mr. Holman commented on key dates for the public hearing and adoption of the 2022 Operating and BIRF budgets. He also mentioned the levy tax rate for 2021 and that it should remain very similar in the next fiscal year.

Under the heading of **Old Business**, the Board briefly discussed the 2021 Salary Ordinance. It was noted an interim change is required for Grade 13, Classification Director. Mr. Hawkins moved to approve the 2021 Salary Ordinance as stated in the Board packet. Mrs. Springer seconded the motion. The motion passed.

Under the heading of **New Business**, the County Librarian provided background information on the TCPL Meeting Room Policy which was included in the Board packet. Mr. Holman stated that with the pandemic and other unusual activities of the past 16 months, TCPL is considering re-authorizing the use of the library meeting rooms in all library buildings. This change could occur as early as this fall. If this decision is made, TCPL has the opportunity to review its meeting room policy and consider any changes. Mr. Holman believes TCPL should review the number of times per year the meeting rooms can be used. There may be other areas to consider for changes. The Board generally discussed this topic. No action was taken on this topic. The topic will be considered at a future Board meeting.

Under the heading of **Other Business**, Mr. Lahr moved to approve the grand total of the July 2021 claims listing presented by the County Librarian starting with

prewritten claim number 483 to 521 totaling \$519,822.12 and the regular claims numbering 522 to 576 totaling \$113,702.89. The grand total of the prewritten and regular claims was \$633,525.01. Mr. Hawkins seconded the motion and it passed. There was no **Other Business**.

There were no **Comments from the Public** or **Comments from the Board**. Under **Comments from the Director**, the County Librarian mentioned the Friends of TCPL are strongly interested in holding its traditional 4-day book sale this September. The Friends are prepared to follow the guidelines already set for customers visiting the library. Mr. Holman mentioned the library is considering being less restrictive with regard to masks and the amount of time customers spend in the library. With less restrictions, the library meeting rooms could be used, so it would be okay for the Friends to hold their sale. Mr. Hawkins suggested the Friends might consider using the outdoor patio to create more distance between book sale customers. Overall, there was Board consensus to support a traditional book sale in September. Mr. Holman went on to indicate it would be great to consider the next step in the decision to hire an architect. Mr. Hawkins identified the two areas where additional information was needed and suggested how it could be retrieved. The County Librarian agreed he would pose questions about the two areas and convey the information to all members of the committee. Mr. Hawkins mentioned the Board could meet later in the week to consider responses. After several Board comments, it was decided to advertise and hold a special meeting on Friday, July 9th at 1:00p.m. in the Friends Conference Room. Mr. Holman will notify the local media of the special meeting, its date, time, and location. The purpose of the meeting will be to discuss the additional information that was received and possibly decide about which architect to use. Mr. Holman thanked the Board for being willing to hold a special meeting.

Mrs. Springer moved to adjourn the meeting at 8:17 p.m. Mr. Hawkins seconded the motion and it carried.

Mary Springer, Secretary

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