

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
October 5, 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, September 30, 2021 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, President
Stephen Bultinck, Vice-President
Dave Lahr, Treasurer
Mary Springer, Secretary
Brandon Hawkins, Member
Mida Grover, Member

ABSENT:

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 7:03 p.m. She 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.

Board member Mida Grover moved the **Board Minutes** of September 7, 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 stated the funding of TCPL's downtown renovation project will be part of the agenda for the Tippecanoe County Council at its Tuesday, October 12th meeting. The County Council will need to approve an additional appropriation for TCPL as it acts as a fiscal agent for TCPL to issue general obligation bonds. This first step is pretty routine and does not financially obligate the County Council in any way. Legal ads in local newspapers were placed by TCPL to notify the public of the County Council hearing. The legal ad was also placed on TCPL's website. Mr. Holman encouraged any Board member, whose schedule allows, to attend the October 12th meeting. Mr. Holman went on to report there is finally some synergy surrounding the Wea Prairie Branch StoryWalk project. Fox Hauling set a tentative date for doing the prep earthwork and eventually pave the StoryWalk trail. Also, technicians from Schneider Geomatics visited the branch to officially lay out and stake the trail. The plan is for TCPL to install the actual glass display with a selected book. Mr. Holman suggested that if things went well, the trail may open the fourth week of October. Finally, Mr. Holman reported he will join five other African-American men to provide a mentoring circle for thirteen 5th graders at Sunnyside Middle School. Though this is the first year at Sunnyside, this after school activity is a carry-over from the Miller Success Academy where mentors worked with 4th grade

African-American males. A new curriculum has been adopted for this school year and two new mentors have joined the group. Mr. Holman said, “It is stimulating to be back on-site at a school directly interacting with the students.”

Mrs. Grover moved to approve the October 5th, 2021 **Personnel Actions** as stated in the Board packet. Vice-President Stephen Bultinck seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, committee chair Brandon Hawkins reported for the Facilities Committee and led a discussion on the downtown renovation project. Mr. Hawkins shared that representatives of Keystone Architecture met with the Facilities Committee and a few members of the staff. Keystone staff provided prints of ideas with options for changes to the layout of the downtown library and also modifications to the South Street façade. Mr. Hawkins commented on the potential changes in the current layout and pointed out the differences in options A and B. He mentioned consideration was still being given to the location of the Young Adult area and updating the staff lounge. The Facilities Committee requested the architects consider and bring back additional options for the South Street entry. Also, they requested future options take into consideration natural light in the entryway and how signage on the building might be integrated into the design. There was general discussion and comments about the report and the renovation project. One specific recommendation focused on making sure in light of COVID, the integration of air filtration be considered in the final plans for the HVAC system.

Also, under the heading of **Committee Reports**, Mr. Bultinck reported as Foundation Liaison. Mr. Bultinck indicated the Foundation board met via Zoom. He informed the Foundation board about the downtown renovation project and the basis for the decision on the bond amount in order to avoid the remonstrance project. Mr. Bultinck shared with the Foundation board that the library system spent approximately 63% of the current budget and also adopted its 2022 Operating budget. Mr. Bultinck stated that at this time, the library Board is not asking the Foundation for any specific gift, primarily because the exact cost of the project has not been determined. The library Board will make a formal request to the Foundation board at a later time. Finally, Mr. Bultinck reported the Foundation board has assets of \$1.6 million dollars and their next meeting is scheduled for November 19th.

Under the heading of **Other Reports**, Friends of TCPL President, Jim Plantenga shared information about the Friends recent book sale held the third week of September. The Friends made about \$12,600 with approximately 970 boxes of books. The Friends are working on a draft of their 2022 budget and expect to review it at their October meeting. Mr. Plantenga also mentioned the Friends had their fiscal year 2020 financial records formally audited by a local group. The Friends received a clean audit with positive comments on good financial records especially related to larger transactions.

Also, under the heading of **Other Reports**, the County Librarian brought the Board up-to-date on an activity associated with the original paintings of Dr. and Mrs. Albert A. Wells. The paintings were removed from the Swezey Room of Indiana History because of being vandalized several years ago. Challenges with finding a skilled local individual who could repair the paintings have limited their restoration. Friends member, Adele Needham has taken on the task, and been successful in finding someone who is qualified to do the work. Mrs. Needham has been in contact with the individual and has a basic agreement for the work. The cost of the repair is estimated at \$3,000. Mrs. Needham has offered to pay for the restoration work. The County Librarian is concerned about the lack of insurance coverage for the work. He recommended the agreement be reviewed by the library's attorney and more information sought about the insurance arrangement. The project will be reviewed by the Board once more information is known. No action was taken on this topic.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian updated the Board on the timeline and process for issuing a new general obligation bond. At this point of the process, the Board must approve and adopt a Preliminary Bond Resolution (PBR). Bond counsel Jane Herndon of Ice Miller LLP prepared the PBR which authorizes the issue of the bonds and allows the library to receive funds to facilitate its renovation plans. Financial adviser Baker and Tilly estimated the interest rate of the bond and calculated the repayment schedule. Once the PBR is approved, local taxpayers will be notified of the intent to sell bonds through legal ads and a public posting of the notice. Also, TCPL will need to seek approval of an additional appropriations resolution by the Tippecanoe County Council as an elected fiscal body. Mr. Bultinck moved to adopt the Preliminary Bond Resolution as presented. Mr. Hawkins provided a second to the motion and the motion passed.

Also, under the heading of **New Business**, the County Librarian indicated with the decision to issue a general obligation bond to complete renovations and improvements to the downtown library, there may be a need to use the services of architects, engineers, and other professionals in advance of receiving money from the bonds. When TCPL incurs costs for professional services in 2021 associated with preparation of construction documents, the library can be reimbursed from the bond proceeds for these costs. To utilize this option, the Board must adopt "a declaration of official intent to reimburse expenditures." Mr. Bultinck moved to adopt the Bond Reimbursement Resolution as presented. Mr. Hawkins seconded the motion. The motion passed.

Finally, under the heading of **New Business**, the Board considered the adoption of the 2022 Operating and BIRF (Bond and Redemption Fund) budgets. Mr. Holman reminded the Board it reviewed the draft budgets at its August and September meetings. With the public hearing held during the September meeting, the Board will now consider the adoption of the 2022 budgets and tax levy rate. Mr. Holman explained the Form 3 Resolution Ordinance and the representative numbers on it. Mr. Bultinck moved to adopt the 2022 Budget Resolution to appropriate funds and approve the tax rate for the Operating and BIRF budgets as

presented. Mr. Lahr provided a second to the motion. The motion passed. After the resolution form is completed, the County Librarian will upload it and submit all budget forms electronically via Gateway. This action will finalize the 2022 budget submission.

Under the heading of **Other Business**, Mr. Lahr moved to approve the claims listing for the October 2021 claims starting with prewritten claims numbering 760-786 totaling \$286,181.48 and regular claims starting with 787 and ending with 837 for a total of \$163,620.98. The grand total was \$449,802.46. Mrs. Springer seconded the motion and it passed. There was no **Other Business**.

There were no **Comments from the Public**. Under **Comments from the Board**, Mrs. Springer shared the obituary of Marjory Urschel, a recent donor to TCPL. Specifically, Mrs. Urschel made a substantial donation to the Wea Prairie Branch and the branch's meeting room was named after her husband, Dr. Lewis J. Urschel. Mr. Holman indicated he attended the visitation services of Mrs. Urschel. Also, under **Comments from the Board**, President Summers indicated she planned to resign from the Board at the end of her second term. The term ends on December 31, 2021. Mrs. Summers submitted a letter of resignation to the Lafayette School Board who is the appointing authority. Under **Comments from the Director**, Mr. Holman mentioned with Mrs. Summer's resignation, there is the potential for three new Board members in 2022. Mr. Hawkins will end his fourth 4-year term and Mrs. Goonewardene is also expected to go off the Board. Mr. Holman reminded Board members of the traditional December meeting with a Board/Staff reception and he hoped Board members make plans to attend. Separately, Mr. Holman shared he would need the Personnel Committee to meet prior to the November Board meeting to discuss the health insurance renewal. Mrs. Grover indicated she would schedule a meeting of the committee. There were no other **Comments**.

Mr. Hawkins moved to adjourn the meeting at 8:15 p.m. Mr. Bultinck seconded the motion and it carried.

Mary Springer, Secretary

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