

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**November 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, October 28, 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**

Justin Sorber, Keystone Architecture, LLC.  
Suzanne Cunningham, Friends Vice-President  
Jos N. Holman, County Librarian

Prior to the regular Board meeting, a Public Hearing for an Additional Appropriation related to the issuance of a new general obligation bond was held at 7:00 p.m. No member of the public was heard on this topic. Board Vice-President Stephen Bultinck moved to close the public hearing. Board Secretary Mary Springer seconded the motion and the motion passed. President Gail Summers chaired the regular Board meeting and called it to order at 7:04 p.m. She declared there was a quorum to conduct business on behalf of the library. Board member Mida Grover led Board members in reciting the Pledge of Allegiance.

Mrs. Grover moved the **Board Minutes** of October 5<sup>th</sup>, 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 a couple of items from the report. He mentioned the synergy connected to the StoryWalk was short lived as Fox Hauling described concerns related to the design and depth of cuts into the existing terrain. The County Librarian met with a Fox Hauling representative to discuss and approve potential changes to the current design. The representative is still concerned about rain water running through the terrain, but expects that some earthwork will be done this fall. It remains to be seen if the trail actually gets paved or not before winter sets in. Mr. Holman will update the Board on the progress of the project. Next, the County Librarian reported on a special exhibit that will be on display at the downtown library in November. *Telling A People's Story*, is a traveling exhibit highlighting the work of African-American illustrators of books for children. The set of 12 panels were researched and designed to generate increased interest, understanding, and appreciation of black history depicted through picture books. Mr. Holman concluded his report by saying the

exhibit will be on display through the end of November as part of the celebration of National Children's Book week.

Mrs. Grover moved to approve the November 2021 **Personnel Actions** as stated in the Board packet. Mrs. Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, committee chair Brandon Hawkins briefly reported for the Facilities Committee on the downtown library renovation project. Mr. Hawkins introduced architect Justin Sorber of Keystone Architecture who updated the Board on design ideas for the project. Mr. Sorber presented revised drawings on the South Street façade. He also shared the two options showing changes to the McAllister Meeting Rooms and indicated Keystone is still exploring options for the most efficient modifications. The Board discussed the options and reacted to the various drawings. The Board reacted favorably to the South Street design and requested Mr. Sorber consider combining the two options. Another update will be scheduled prior to late November. President Summers thanked Mr. Sorber for coming to the meeting and making the presentation. Also, under **Committee Reports**, Mrs. Grover reported for the Personnel Committee. She mentioned the committee met in person with the County Librarian to discuss the health insurance benefit for TCPL staff members. There was consensus among committee members to renew the health insurance with CIGNA. The renewal was the best financial option and offered the same benefit coverage for staff. The committee gave the County Librarian support and direction to initiate renewing the health insurance. Mrs. Grover ended her report by indicating formal action will be taken to renew the health insurance under **New Business**.

Under the heading of **Other Reports**, Friends of TCPL Vice-President, Suzanne Cunningham reported for the Friends. Ms. Cunningham indicated the Friends are completing plans for their upcoming book sale scheduled for December 10-13. This sale will have less books than the September sale with approximately 750-800 boxes. Ms. Cunningham stated hours for the book sale on Sunday remain the same, but an offer of \$8 for a bag of books on Sunday is a change intended to double the number of people at the Sunday sale. "Nearly new" books will be included in the Sunday bag sale and Friends members will be notified of the change through the Friends newsletter. Finally, Ms. Cunningham informed the Board four book sale dates have been scheduled for 2022.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian mentioned the Board needed to go through several action items to finalize the issuance of a new general obligation bond to support the renovation of the downtown library. The first item is approval of the proofs of publications and notices in local newspapers. As Board Secretary, Mrs. Springer indicated Mr. Holman provided documents showing proofs of publications from the Lafayette Journal and Courier and the Lafayette Leader. She stated the Board received proofs of publication of the notice to taxpayers of the hearing held at this meeting on the matter of the additional

appropriation proposed to be made on account of the renovation of and improvements to the downtown library including the purchase of equipment and technology throughout the library district, which proofs of publication show that such notice was published in *The Leader* and in the *Journal and Courier* on October 21, 2021. Mr. Hawkins moved the proofs of publication and posting be approved as presented. Mr. Bultinck seconded the motion and the motion passed. The County Librarian indicated with the public hearing held prior to the Board meeting, the Appropriation Resolution is the next action item that needed to be considered. With no taxpayers desiring to be heard in respect to the matter of the additional appropriation in the amount of \$5,575,000, plus investment earnings thereon, proposed to be made on account of the Project, Mrs. Grover moved to adopt the Appropriation Resolution presented as Exhibit A to the Board. Mr. Bultinck provided a second to the motion and the resolution was adopted. With the Appropriation Resolution approved, the Board Secretary was directed to advertise the sale of the bonds heretofore authorized. Mr. Bultinck moved to approve the advertisement for the sale of bonds. Mrs. Springer seconded the motion and the motion passed. The County Librarian reminded the Board the firm of Ice Miller LLP, bond counsel, was consulted relative to the procedure to be followed in connection with the proposed bond issue and the rendering of an opinion approving the legality of the bonds. Mr. Holman presented the Board the resolution approved by Ice Miller LLP, and recommended by counsel for adoption for the purpose of authorizing the issuance of bonds. After due consideration of the final bond resolution, Mr. Bultinck moved approval and adoption of the Final Bond Resolution as presented as Exhibit B. Mr. Lahr provided a second to the motion and its adoption was unanimously carried.

In a final activity associated with the bond issuance, the County Librarian shared explanatory information related to the TCPL's obligation to comply with various restrictions which are described in the financing and closing documents executed in connection with the issuance of Bonds, such as trust indentures, lease agreements, bond resolutions, tax certificates, arbitrage certificates and continuing disclosure undertakings, and which may extend for 20 years or more into the future. With potential changes over time in library administration, it is in TCPL's best interest to ensure the continual satisfaction of these obligations and restrictions. Because these types of restrictions and obligations require significant documentation, record keeping and diligence the Board accepts and ratifies the Amended Procedures and appoints the person who is employed as Director, or the equivalent position, of the Library to serve as the Compliance Officer and directs such Compliance Officer, in consultation with counsel, as appropriate, to implement such Amended Procedures. Mr. Holman stated that in order to accomplish this, the Board needs to approve the form of the Amended and Restated Post-Issuance Compliance Procedures as described in the resolution identified as Exhibit C. Mr. Hawkins moved to approve and adopt the compliance procedure document Exhibit C as presented. Mrs. Springer seconded the motion and the motion passed.

Finally, under the heading of **New Business**, in support of the report previously given by the Board's Personnel Committee and the discussion held by the Board, the County Librarian shared a document outlining the renewal rates to continue the staff health insurance benefit with CIGNA insurance. With CIGNA

lowering their administrative fees which resulted in a lower monthly premium for TCPL staff, the Personnel Committee allowed the County Librarian to give a verbal approval to CIGNA. The Board needs to ratify the verbal approval and recommendation of the Personnel Committee to renew the health insurance. Mr. Hawkins moved to approve the 2022 health insurance renewal with CIGNA. Mrs. Springer provided a second and the motion passed. The Board charged the Personnel committee to meet and discuss TCPL's employer contribution to the Flexible Spending Accounts and the Health Savings Accounts. Also, the committee may consider if any savings of the health insurance premium might be passed on to TCPL staff members. Mrs. Grover indicated she would schedule a meeting with the committee to discuss both topics.

Under the heading of **Other Business**, Mr. Lahr moved to approve the claims listing for the November 2021 claims starting with prewritten claims numbering 838 to 869 totaling \$271,982.91 and regular claims starting with claim number 870 and ending with 930 for a total of \$266,793.55. The grand total was \$538,776.46. 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**, President Summers thanked the Personnel committee for their work on the CIGNA health insurance renewal. Under **Comments from the Director**, Mr. Holman informed the Board of several items. He indicated the work to conduct a Wage/Compensation Study with consultant Paula Singer will be delayed because Ms. Singer cannot start until January. There was consensus to still receive and review a proposal from Ms. Singer. Mr. Holman provided a copy of the handout representing the Bystander Intervention workshop conducted during the October Staff Day. Finally, Mr. Holman spoke about the need to use an owner's representative with the downtown renovation project. He recommended engaging the services of Kettelhut, Inc., the local firm used as the general contractor on the Wea Prairie construction project. Kettelhut also worked with TCPL on the Wyandotte Branch and the Stein Building. The Board okayed the County Librarian pursuing a proposal from Kettelhut, Inc. co-owner, Alex Gonzales.

Mrs. Grover moved to adjourn the meeting at 8:38 p.m. Mrs. Springer seconded the motion and it carried.

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Mary Springer, Secretary

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