

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 7th, 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, December 2, 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

Harry Mohler, HLM Architects
Jim Plantenga, Friends President
Suzanne Cunningham, Friends Vice-President
Various TCPL Staff, Friends members and guests
Jos N. Holman, County Librarian

Prior to the regular Board meeting, the traditional holiday reception was held for staff and board members. The reception was informal with dessert style refreshments. No official action was taken by Board members.

President Gail Summers chaired the regular Board meeting and called it to order at 7:05 p.m. She 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.

Mr. Hawkins moved the **Board Minutes** of November 2nd, 2021 be approved as presented. Board member Mida Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted two items from the report. He indicated the TCPL Foundation annual appeal letter is in the process of being prepared and mailed to local residents. Foundation board members supported the idea that the downtown renovation project should be the focus of the 2021 appeal. A copy of the annual appeal letter was shared with the Board. Mr. Holman also mentioned the Foundation held its most recent meeting on Friday, November 19. Next, Mr. Holman shared two topics related to TCPL facilities. One, the downtown library recently had its bi-annual fire inspection. There are a couple of deficiencies that cannot be immediately addressed because they are associated with the main fire panel in the basement. Mr. Holman will converse with the fire department and if necessary with city officials to request consideration for a waiver for the deficiencies until the downtown renovation project is started. Mr. Holman also mentioned that regarding snow removal this winter, VanDame Outdoor

Maintenance will once again be responsible to clear library parking lots and sidewalks of accumulated snow. VanDame will be responsible for the downtown library and all three branches.

Mrs. Grover moved to approve the December 7th, 2021 **Personnel Actions**, which included the 2021 Longevity Recognitions, be approved as presented in the Board packet. Mr. Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, committee chair Brandon Hawkins briefly reported the Facilities Committee met via Zoom on December 6th to consider a written proposal from Kettelhut, Inc. to serve as “owner’s representative”. The committee will make its recommendation under the heading of **New Business**. Also, a meeting was held on Friday, November 19th to consider an update on the design development for the downtown library renovation project. Since he was unable to attend, Mr. Hawkins asked Board Secretary Mary Springer to report on the meeting. Mrs. Springer commented on the various topics associated with the renovation. She mentioned Justin Sorber of Keystone invited staff from Schneider Geomatics to attend the meeting to discuss the development of a site plan for the area surrounding the Red Crown Mini-museum including landscaping for South Street. Schneider staff also talked about the possibility of a “pocket park”, planting new trees and how to camouflage the dumpster area. There will be a site survey to gather all the necessary data for the property including sewer lines. There was also discussion connected to signage for the 24-hour library and a discussion on using concrete or actual pavers for the South Street entrance. The Facilities Committee had the opportunity to review revisions of the designs related to the library interior, meeting rooms and the Circulation area. Also, under the heading of **Committee Reports**, Mr. Hawkins reported for the Nominating Committee. He mentioned the committee met and worked on a slate of officers for the next fiscal year. The slate will be presented as an action item under the heading of **New Business**. Vice-President Stephen Bultinck reported for the TCPL Foundation indicating the Foundation board of directors met on November 19th via Zoom. Foundation members were interested in what was going on with the bond issuance for the downtown renovation project and a potential gift request from the TCPL Board of Trustees. Mr. Bultinck shared the library Board had not decided on a dollar amount that would help fund the project. He shared the Foundation had \$1.6 million dollars in assets and their spring meeting would be held in February 2022. Finally, under the heading of **Committee Reports**, Mrs. Grover reported for the Personnel committee. She stated the committee met via Zoom to discuss the health insurance benefit associated with Flexible Spending Accounts and the Health Savings Account. A recommendation will be made for Board consideration during **New Business**.

Under the heading of **Other Reports**, Friends of TCPL President, Jim Plantenga reported the Friends are fully prepared for their book sale this upcoming weekend, December 10-13. Mr. Plantenga indicated the number of boxes of books for this upcoming sale were less than the September 2021 sale. He also indicated the Friends look forward to the results of an initial “\$8 a bag” activity on Sunday that will include the nearly new books. This new activity will coincide with the usual Sunday half-price sale.

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

Under the heading of **New Business**, the Board began by considering two calendar related topics. The Board considered the 2022 Library Closed Days which included scheduled federal holidays when the library will be closed and also “floating holidays” when the library remains open. The dates submitted does not include the 2022 Staff Day. Mr. Bultinck moved to approve the 2022 Closed Days as presented. Board Treasurer Dave Lahr seconded the motion and the motion passed. Mr. Bultinck suggested the Board consider replacing the Columbus Day holiday with the recently announced term of Indigenous Peoples’ Day. The Board briefly discussed this topic. Mr. Bultinck moved the 2022 Closed Days listing be revised to list Indigenous Peoples’ Day instead of Columbus Day. Mrs. Grover provided a second to the motion. The motion passed. The County Librarian indicated the change would be made immediately. Next, the Board considered the 2022 Board meeting dates with its regular monthly meeting on the first Tuesday of the month based on the Board’s bylaws. Mr. Holman mentioned no adjustments were made for election days in 2022. The starting time for the meeting will continue to be 7:00 p.m. Mr. Bultinck moved to approve the 2022 Board meeting dates as presented. Mrs. Grover provided a second and the motion passed.

Continuing under the heading of **New Business**, the Board considered the proposal from Kettelhut, Inc. to serve as “owner’s representative” for the downtown renovation project. Facilities committee chair, Mr. Hawkins, recommended the Board accept the proposal and move forward with Kettelhut. He also mentioned the County Librarian talked with Alex Gonzales of Kettelhut and reached agreement on being careful in the allocation of time and expenses for the project. Mr. Hawkins moved to accept the proposal of Kettelhut, Inc. and approve Kettelhut to serve as “owner’s rep” for the downtown renovation project. Mrs. Springer seconded the motion and it unanimously passed. Next, the County Librarian shared that the Mobile Library discontinued its traditional services in March of 2019 when the library closed because of the health pandemic. Prior to that time, the Mobile Library was scheduled to discontinue service in May of 2019. A new vehicle was ordered in December 2020 and is slated to arrive in the spring of 2022. Mr. Holman recommended the Board declare as surplus the Ford 550 Truck with 111,300 miles and the Featherlite Trailer attached to it. If the recommendation is approved, the Mobile Library will ultimately be sold to a private buyer. Mr. Bultinck moved to declare the Ford 550 Truck and Featherlite Trailer as surplus equipment. Mrs. Springer provided a second. The motion passed. The next item of business related to TCPL’s employer contribution to the staff health insurance benefit. Based on the report from the Personnel committee and the document containing background information on costs, Mrs. Grover moved to approve the FSA and HSA employer contribution amounts to be \$200 and \$1000 annually. Mr. Bultinck seconded the motion and the motion passed. Finally, under the heading of **New Business** and based on the report given by Mr. Hawkins on behalf of the Nominating Committee, Mr. Hawkins presented the proposed slate of officers for the 2022 Board of Trustees. The officer slate was as follows: Stephen Bultinck for President, Mary Springer for Vice-President, Mida Grover as Secretary, and David Lahr as Treasurer. Mr. Hawkins moved to approve by acclamation the 2022 TCPL Board officers as

presented. Mrs. Springer provided a second for the motion. The slate was approved as presented and the motion passed.

Under the heading of **Other Business**, Mr. Lahr moved to approve the claims listing for the December 2021 claims starting with prewritten claims numbering 931 to 966 totaling \$297,187.71 and regular claims starting with claim number 967 and ending with 1028 totaling \$252,917.18 for a grand total of \$550,104.89. Mrs. Springer seconded the motion and it passed. There was no **Other Business**.

Under **Comments from the Public**, Friends Vice-President Suzanne Cunningham stated she wanted to commend the library's Personnel Committee for achieving cost savings on the health insurance renewal and then passing on the savings to the staff members to reduce their payment for health insurance. Ms. Cunningham thanked the Board for handling the matter this way and acknowledged it was a very good gesture. Under the heading of **Comments from the Board**, Mrs. Springer mentioned she viewed the recent downtown lobby exhibit "Telling a People's Story" and noted it was a very good exhibit. Also, under **Comments from the Board**, outgoing Board President, Gail Summers thanked the staff and Board for their work this year. Under **Comments from the Director**, Mr. Holman took time to recognize three outgoing Board members, Lora Goonewardene, Gail Summers and Brandon Hawkins. Mr. Holman presented Mrs. Summers and Mr. Hawkins with a couple of TCPL gifts including an inscribed book clock to thank them for their service. He also presented and read a framed *Resolution in Honor, Appreciation and Recognition* for Mr. Hawkins who served four four-year terms as a member of the Board of Trustees. The Resolution officially becomes a part of the December 7th meeting minutes. Mrs. Summers and Mr. Hawkins made several positive comments about their time and service on the Board with both indicating it was a fulfilling experience both of them enjoyed.

Prior to adjourning the meeting, there was brief discussion on scheduling the special Board meeting in December to address year-end financials. It was decided to meet on Thursday, December 16th at 5:00 p.m.

Mrs. Springer moved to adjourn the meeting at 8:14 p.m. Mrs. Grover seconded the motion and it carried.

Mary Springer, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.