

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 1, 2022

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, February 24, 2022 in conformity with the Indiana Open Meeting Act.

PRESENT:

Stephen Bultinck, President
Mary Springer, Vice-President
Dave Lahr, Treasurer
Mida Grover, Secretary
Connie Harper, Member
Grant Fischer, Member
Kay Walton, Member

ABSENT:

GUESTS

Jim Plantenga, Friend's President
Suzanne Cunningham, Friends Vice-President
Harry Mohler, Architect
Celeste Bodie, Lafayette Jeff High School
Justin Sorber, Keystone Architecture
Alex Gonzalez, Kettelhut Construction, Inc.
Greg Helms, Kettelhut Construction, Inc.
Jos N. Holman, County Librarian

President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:02 p.m. A quorum was declared to conduct business for the library.

Board Vice President Mary Springer led the Board in reciting the Pledge of Allegiance.

Mrs. Springer moved the **Board Minutes** of February 1st, 2022 be approved as presented. Board member Grant Fischer provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared information about several items. He provided a report on the February Read Aloud (FRA) program which ended on February 28th. A total of 260 families enrolled in the program. Families will continue to pick up prizes until the last day of FRA. The final virtual performance with Magician Gary Kantor took place on Saturday, February 26. At the time of the report, there were just under 200 views of musician Jeanie B! and over 350 views of the humorous poetry reading by the County Librarian both on TCPL's YouTube channel. Mr. Holman mentioned branch staff at the Wea Prairie Branch conducted class visits for four first grade classes from Wea Ridge Elementary School in the second week of February. Seventy-seven students attended with their adult chaperones and engaged in a story time and tour of the youth area of the building. Mr. Holman indicated he anticipates increased interest and collaboration with the elementary school in the next academic year. Finally, connected to TCPL

facilities, Mr. Holman mentioned the irregular water infiltration situation that has occurred over several years with the Stein Building is being addressed in a collaborative effort with the City of Lafayette. Mayor Tony Roswarski offered to allow employees of the city water department to analyze the situation and explore possible solutions. An approach has been developed and will be implemented during the month of March. The City of Lafayette requested a “Right of Entry” document be signed by TCPL. TCPL administration signed the document after it was reviewed by library attorney Bob Bauman. A copy of the document was provided to Board members.

Mrs. Grover moved to approve the March 1st, 2022 **Personnel Actions**. Mrs. Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, as Facilities Chair, Mrs. Springer reported on recent activities of the committee. She mentioned the committee met with representatives of Keystone and Kettelhut and discussed various aspects of the downtown renovation with attention on estimated costs for the project. Kettelhut staff was invited to the meeting to share cost estimates with the Board. Greg Helms provided a four-page handout to the Board and then spoke about the project budget with a conceptual estimate. Included with the estimate are the soft costs associated with the project. Mr. Helms gave an overview of the various elements of the project with a breakdown in cost. He also talked about the idea of alternates and other potential variations. There is a 20% contingency fee built into the project which equates to \$800,000 based on the current estimates. The Board held a general discussion on the topic and asked several questions. It was decided the Facilities committee needed to keep working on the project and make final recommendations to the Board. Also, under the heading of **Committee Reports**, Mr. Bultinck reported on a recent meeting of TCPL’s Foundation. He mentioned the Foundation’s assets were just over \$1.4 million dollars. Mr. Bultinck informed the Foundation members that TCPL still had no specific dollar amount to request from the Foundation to financially support the downtown renovation project. An eventual request will be made based on a combined recommendation from the Board’s Finance and Facilities committee.

Under the heading of **Other Reports**, Friends President, Jim Plantenga reported on recent Friends activities. Mr. Plantenga indicated the next book sale was slated for March 4-7 and the Friends were glad to host their third indoor book sale since the pandemic. He also mentioned the Friends Annual Meeting will take place on Tuesday, March 15 in person and several new members would be elected to the Friends board. Also, under **Other Reports**, the County Librarian provided background information on a product provided by Today’s Business Solutions. The product is a combination fax machine and scanner that uses IP (internet protocol) to send faxes instead of a dedicated phone line. Mr. Holman used the overhead projector to demonstrate how the image scanning enhances older documents. The Board discussed acquiring the equipment based on its cost, features, potential use, and other existing local services. Mr. Holman was asked to gather additional information related to past requests for this service and cost at other libraries. The topic will come before the Board in a subsequent meeting.

With the downtown renovation project already discussed, the only remaining topic to discuss under the heading of **Old Business** was the revised Investment Policy.

Mr. Holman pointed out the changes that were made since the most recent revision. He indicated the length of time for the investment was extended and allowed more flexibility for the Board. The second page of the document was inadvertently not copied, so Mr. Holman posted it on the screen. After a bit of discussion, President Bultinck indicated the Board would set the investment policy aside for now and put it on hold for a discussion at the next meeting when the entire document was available.

Under the heading of **New Business**, the Board considered the list of Outstanding Checks. With authority of the Indiana Code, TCPL compiled a list of outstanding check warrants that would be voided and then the dollar amount of the check would be re-entered into the fund which the amount was originally written against. The code citation is IC 5-1-10.5-5. The list of checks was again shorter this year with only five checks which reflect individual customer refunds for payment of outstanding fees and one outstanding check to a utility company. Mrs. Springer moved to approve the list of Outstanding Check Warrants as presented. Board member Grant Fischer provided a second to the motion. The motion passed unanimously.

Under the heading of **Other Business**, Board Treasurer Dave Lahr moved to approve prewritten claims 121 to 158 which totaled \$279,666.95 and regular claims 159 to 203 which totaled \$139,966.16 with the grand total of the claims listing of \$419,636.11. Mrs. Springer seconded the motion and the motion passed.

Under the heading of **Comments from the Public**, Architect Harry Mohler stated the downtown renovation project should include creating a different view of the loading dock and dumpsters. In his opinion, it provides a negative image driving up South Street at this time. Also, under **Comments from the Public**, Suzanne Cunningham was interested in knowing why the library was open on February 3rd with the bad weather and an advisory for limited travel on local roads. After a bit of discussion and comments from Board members, it was decided the Personnel committee would examine policies related to weather closings. Under **Comments from the Board**, President Bultinck indicated assignments to Board committees were complete and he thanked the new Board members for accepting their committee appointment. Under **Comments from the Director**, Mr. Holman stated that with the delay in the U.S.P.S. delivery of the Board packet and in light of a few general statements prior to the meeting, something different will be done with the Board packet. The library will continue to send printed Board packets, but a pdf version will be sent via email as well. The Board will determine if this is helpful or not.

Mrs. Springer moved to adjourn the regular Board meeting at 8:32 p.m. Mrs. Grover seconded the motion and it carried.

Mida Grover, Secretary

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