

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
April 12, 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, April 7, 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
Various visitors
Past and present TCPL staff
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 member Grant Fischer led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dave Lahr moved the **Board Minutes** of March 1st, 2022 be approved as presented. Board member Kay Walton provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared information about a couple of items. He mentioned work continues on the implementation and coordination of TCPL's Strategic Plan adopted in 2021. Specific assignments and approaches for the "Action Plan" are agreed upon that included the year the work is assigned to and in most cases the work has or will begin. A point person will lead small groups of staff to develop specific ideas and activities that support the action item and make reports and where necessary recommendations to management team. Periodic progress reports will be shared with the Board. Mr. Holman went on to announce that Peg Anthrop will celebrate her retirement from TCPL at the end of April. Peg worked for TCPL for over 35 years in the Technical Services department as the Acquisitions Assistant. She has seen a lot of changes in technical services as libraries evolved technologically and takes a huge amount of knowledge with her as she leaves. Peg is one of less than a handful of staff members who had the privilege to work at the Wells Memorial Library. We wish her well in retirement. Finally, in relation to the County Librarian's Report, Mrs. Springer shared positive comments about the activities associated with the ribbon cutting ceremony for "Stories on the Prairie" at the Wea Prairie Branch.

Under the heading of **Finance**, Finance Controller Loretta Carter presented a brief financial report. She indicated TCPL spends about 6 to 9 percent of its budget on a monthly basis and stated about 23% of the budget has been spent so far in 2022. Ms. Carter also stated that if all vacant positions at the library were filled, there would be no negative financial impact on TCPL.

Under the heading of **Human Resources**, Human Resources Coordinator Steve Berman reported on the status of vacant positions at TCPL. Using a printed document, Mr. Berman shared various information related to each vacancy including how long the position has been open, the wage offered, and the total number of vacancies. He also noted issues that are impacting the successful recruitment for each position. There was quite a bit of discussion about the report including specific comments on the open Divisional Librarian for Programs and Services. There was concern from the Board regarding the length of time the position has been unfilled. Also, there were comments and suggestions on the relevancy of the position to TCPL operations, recruitment options, and what qualities are needed for the position. The Board thanked Mr. Berman for the report.

Mrs. Walton moved to approve the April 12th, 2022 **Personnel Actions**. Board Vice President Mary Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, as Facilities Committee Chair, Mrs. Springer reported on the recent meeting of the committee. She shared the committee considered the various aspects of the downtown renovation project including the prioritization of items identified in the project and the estimated cost from Kettelhut for each item. The discussions at the committee's meeting led to consensus on a number of things which the committee presented to the full Board. The committee recommended the library bid out the first 19 listed items based on the estimated dollars from Kettelhut. Mrs. Walton moved the Board approve the recommended list of items which totaled \$5.4 million dollars. Board member Connie Harper seconded the motion. President Bultinck requested Mrs. Walton conduct a roll call vote. The motion passed unanimously by roll call vote. Mrs. Springer mentioned the committee also recommends the South Street site and the Centerpiece items 32 and 34 be approved at the estimate of \$690,000 dollars. Mrs. Springer moved to approve the two aforementioned items. Mrs. Harper seconded the motion. President Bultinck requested Mrs. Walton conduct a roll call vote. The motion passed unanimously by roll call vote. Next, for the Facilities committee, Mrs. Springer mentioned the committee wanted the Board to consider two items based on their final cost and any additional revenue generated for the project. If everything worked out, the items could be bid as alternates. Mrs. Springer moved items 18 and 19 be bid as alternates. Mr. Lahr seconded the motion and it was approved. Also, for the Facilities committee, Mrs. Springer shared information related to the project schedule. She mentioned the design of all items is scheduled to conclude in late August with construction documents available for bid in September. Finally, she noted the quotes are being gathered for repair work on the roof leaks. Two separate water tests will be scheduled and conducted to determine the exact source of the leaks. Once the leak source is identified, estimates for actual repairs will be presented to the library. There were no other **Committee Reports**.

Under **Other Reports**, Friends President, Jim Plantenga updated the Board on several Friends activities. Mr. Plantenga shared the dates of the next book sale of June 10-12 and the dates of the other two book sales for 2022. Mr. Plantenga indicated the Friends received a huge amount of audiovisual materials that will be enough for 3 book sales. He stated the Friends are considering having a book sale for children's materials only this August. Finally, Mr. Plantenga commented on the ribbon cutting activity at the "Stories on the Prairie" grand opening. He thought the event went well and the Friends were glad to be invited to participate and to sponsor the story walk path. Mrs. Grover commented on enjoying the talents and skills of storyteller and Friends member Jan Young during the ribbon cutting activity. Also, under **Other Reports**, the County Librarian provided a brief update regarding the combination fax machine and scanner equipment that used IP (Internet Protocol) previously discussed by the Board for purchase. The equipment is offered by Today's Business Solutions. Mr. Holman provided the total number of requests to fax during 2021. The total was 149 which equated to about 3 times a week. Mr. Holman also provided a document showing the fees charged by several public libraries in Indiana. There was a brief discussion about the service and fees. No action was taken.

Under the heading of **Old Business**, the revised Investment Policy was presented. Mr. Holman reminded the Board the topic was put on hold at its March meeting and that the key changes in the policy revolved around the length of time for the investment. Mrs. Springer moved to approve the revised Investment Policy as presented. Mrs. Walton provided a second. The motion passed.

Under the heading of **New Business**, the Board considered the Furniture Surplus List provided by the County Librarian. Mr. Holman briefly commented on the non-use of the upholstered furniture removed from the public service areas during the pandemic. The majority of the furniture is being stored in the Indiana Swezey Room. Mr. Holman reminded the Board that after the furniture was surplus, it would go to the Friends of TCPL. Mrs. Springer moved to approve the Furniture Surplus List as presented. Mrs. Walton provided a second and the motion passed. President Bultinck suggested the library staff might get first choice of the discarded furniture before it went to a Friends sale and should do so within a week or so. Mr. Plantenga indicated this approach would be fine with the Friends. Also, under the heading of **New Business**, the Board considered the Juneteenth Federal Holiday. Mr. Holman reminded the Board that it briefly considered if the library should be closed or not on June 19, 2022 during the discussion of Closed Days at its December 2021 meeting. With it being the first official year of the Federal holiday, the consensus was to revisit the topic at a later time. After a brief discussion, Board Treasurer Dave Lahr moved the library recognize Juneteenth as a federal holiday and the library be closed. Mrs. Springer seconded the motion. The motion passed unanimously.

There was an unanticipated health situation in the meeting room involving one of TCPL's current employees. The meeting was suspended at 7:47 p.m. Emergency medical personnel were contacted and arrived on the scene to administer first aid. After confirmation of the improved status of the employee, the meeting reconvened at 8:08 p.m. Under the heading of **Other Business**, Board Treasurer Dave Lahr moved to approve prewritten claims 205-244 in the amount of \$307,812.90 along with 297, 298, 299, 300, 301 in the amount of \$111,301.96 with both totaling \$419,114.86.

Additionally, the regular claims 245-303 which totaled \$153,928.82 with the grand total of the claims listing of \$573,043.68. Mr. Fischer seconded the motion and the motion passed.

Under the heading of **Comments from the Public**, President Bultinck addressed the various members of the audience. He indicated though there was a written process for public comments, anyone who wanted to speak would be given three minutes to do so. One former member of the staff, Rowena Garrett spoke briefly sharing it was her first Board meeting and she was just glad to be in attendance. Under **Comments from the Board**, President Bultinck made several comments associated with future work of the library. He commented on TCPL's Personnel Code and indicated it needed to be revised based on it being outdated. The Board's Personnel Committee will take the lead in this revision. Mr. Bultinck introduced Mida Grover, Mary Springer, and Connie Harper as members of the committee and indicated they will be contacting TCPL staff for input into the revision, so staff should expect to hear from the committee members. Under **Comments from the Director**, Mr. Holman mentioned there is a need for the Finance Committee to meet in order to determine the funding of the downtown renovation project. President Bultinck indicated the committee will arrange a date to meet.

Mrs. Walton moved to adjourn the regular Board meeting at 8:20 p.m. Mr. Lahr seconded the motion and it carried.

Mida Grover, Secretary

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