

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 3, 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 28, 2022 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Connie Harper, Member

GUESTS

Various visitors
High school students
TCPL staff
Steve Berman, HR Coordinator
Loretta Carter, Finance Controller
Jos N. Holman, County Librarian

President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:00 p.m. A quorum was declared to conduct business for the library.

Board Treasurer Dave Lahr led the Board in reciting the Pledge of Allegiance.

Board Vice President Mary Springer moved the **Board Minutes** of April 12th, 2022 be approved as presented. Board member Kay Walton provided a second. Under discussion, Mrs. Springer suggested two corrections related to Kettelhut's list of items associated with the downtown renovation project. Specifically, items 18 and 19 are incorrect and should be deleted. Instead, items 32 and 34 are correct and will be bid as alternates. President Bultinck called the motion and the motion passed. For the area of **Finance**, Loretta Carter indicated there was nothing specific to report. There was a brief discussion of the year-to-date percentage spent for the *Librarians* budget line and also a question regarding the overage amount for the *Substitute* budget line. For the **Human Resource** area, Steve Berman provided an update related to vacant positions. Mr. Berman mentioned the Head Youth Librarian and the Head Circulation Librarian positions were filled. He mentioned references were being checked for the Acquisitions Leader and the Divisional Librarian advertisement ends. Finally, he stated recently there was a better draw from Indeed regarding the quantity of candidates.

Board Secretary Mida Grover moved to approve the May 3rd, 2022 **Personnel Actions**. Board member Grant Fischer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, representing the Facilities Committee, Mrs. Springer shared a few brief comments and ended by yielding the rest of the report to the County Librarian for a few updates. Mr. Holman reported on the status of quotes associated with water tests for the copper roof on the downtown library. He also explained the two different quotes for repairing or replacing the gutters with the roof. Mr. Holman then spoke about the replacement of the monument sign at the Wyandotte Branch. He is working with Greg LeGars of ASI Sign Innovations to quote the work. Regarding the missing siding at Klondike, there are no quotes in hand right now. Two quotes are expected over the next two weeks. Finally, the downspouts at Wea Prairie are being evaluated and will be installed or replaced as needed. The Facilities Committee will next meet with Keystone and Kettelhut on Tuesday, May 6th at 11:00 a.m. Also, under the heading of **Committee Reports**, Dave Lahr reported for the Finance Committee. Mr. Lahr mentioned the committee met to discuss how to best finance the downtown renovation project. Presently, money from the Annual Appeal along with gifts from the TCPL Friends and the TCPL Foundation will help fund the project. Mr. Lahr reported the committee also discussed how to invest the \$5 million dollars received from the bonds. Thus far, based on the existing relationship with Old National Bank, they presented the idea of using a “ladder” model to invest the funds. Mr. Bultinck explained this model and indicated an interim pay schedule developed by Kettelhut would be instrumental for this approach. At this point, using an RFP the committee will use this model to seek quotes from other banks and select the best rate. Mr. Lahr mentioned the Rainy-Day Fund is a dedicated fund designated by resolution to furniture and equipment purchases.

Mrs. Grover was asked by another Board member if there was a report from the Personnel Committee. Mrs. Grover provided an impromptu report on the activities of the committee. There was a brief update and then lengthier discussion on the revision associated with TCPL’s Personnel Code. Mrs. Springer suggested the task of the revision be reassigned from the Board’s Personnel committee and be moved back to the management group to revise the entire document. It was noted by Mrs. Springer that a manager of the project should be appointed. Also, it was noted, the revised code should be reviewed periodically. There were no other **Committee Reports**.

Under **Other Reports**, there was no report for the Friends of TCPL. As Friends Liaison, Mrs. Grover indicated the Friends next book sale in June 10-13.

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

There was no **New Business** to act on.

Under the heading of the **County Librarian’s Report**, Mr. Holman shared information about three specific items. Mr. Holman indicated TCPL received the \$117,953.67 invoice for the next payment on the “community outreach vehicle” being built by Summit Bodyworks. Progress for the build includes the chassis being delivered to the Colorado facility with a focus on installing the internal structures and interior choices. The vehicle is about 75 days from being complete and should be available to TCPL by mid-July. Mr. Holman reported one of the larger windows on the west side of the Red Crown Mini-Museum was damaged by vandalism. Efforts made to keep the window boarded up over the past three weeks were hampered by wind and

rain. A police report was filed, but an insurance claim was not filed. The window, on special order from Lafayette Glass, was measured incorrectly and the installation further delayed. The window was installed on April 29th at a total cost of \$754.00. Finally, Mr. Holman indicated the vendor that handles TCPL's deferred income contributions is changing. Initially managed by an in-state agency called Hoosier START, the more recent outsourced vendor was Empower Retirement. The new company, Nationwide, determined that April 1 is the implementation date. Staff who are enrolled as participants were directly informed by Nationwide that the change was occurring. For contributions that need to be conveyed by TCPL, both the Finance Controller and the County Librarian are TCPL contacts and representatives. The HR Coordinator will be added so he can enroll and remove participating staff members. Related to the **County Librarian's Report**, President Bultinck commented on the selection of staff member Christine Burrough to the Indiana State Library's *Digital Library* Advisory Committee. President Bultinck asked the County Librarian to convey his congratulatory comments to Mrs. Burrough.

Under the heading of **Other Business**, Board Treasurer Dave Lahr moved to approve prewritten claims 305 to 333 in the amount of \$280,892.70 along with the regular claims 334 to 386 which totaled \$267,864.68 with the grand total of the claims listing of \$548,757.38. Mrs. Springer seconded the motion and the motion passed.

There were no **Comments from the Public**. Staff member Loretta Carter asked what was the next step with the recent staff survey. President Bultinck responded there was over a 70% response rate and that the information was under consideration by the Board's Personnel Committee.

Under **Comments from the Board**, Mr. Fischer mentioned Andy Dooley, a Lafayette Jeff teacher, is interested in the school partnering with TCPL to produce an archived version of the paper copies of the Jeff Booster. Mr. Fischer was just sharing the idea. No action was taken on the topic. The County Librarian will follow-up with the idea.

Mr. Lahr moved to adjourn the regular Board meeting at 7:49 p.m. Mrs. Grover seconded the motion and it carried.

Mida Grover, Secretary

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