

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
June 7, 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, June 2, 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
Connie Harper, Member

ABSENT:

GUESTS

Suzanne Cunningham, Friends of TCPL
Maggie Andrejko, Head Youth Librarian
Steve Berman, HR Coordinator
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 member Grant Fischer led the Board in reciting the Pledge of Allegiance.

Board Vice President Mary Springer moved the **Board Minutes** of May 3rd, 2022 be approved as presented. Board member Connie Harper provided a second. President Bultinck called the motion and the motion passed unanimously. For the *Human Resource* area, Human Resources Coordinator, Steve Berman updated the Board on the number of positions that are presently open and not filled. Mr. Berman mentioned that since the last meeting, five individuals were identified for the vacant Circulation Clerk II position. Mr. Berman confirmed to the Board he continues to use *Indeed* to advertise vacant positions. Finally, Mr. Berman indicated he continues to support the work associated with the Personnel Committee regarding the wage/compensation study.

Board Secretary Mida Grover moved to approve the June 7th, 2022 **Personnel Actions**. Board member Kay Walton seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, representing the Facilities Committee, Mrs. Springer mentioned a meeting was held with Keystone, Schneider, and Kettelhut on May 6 to discuss the downtown renovation. The meeting was an update regarding the latest revision of the design drawings. Mrs. Springer requested the County Librarian provide updates on other facility related projects. Mr. Holman reminded the Board of the situation of the water tests on the roof of the downtown library. Hinshaw Roofing finally provided a quote for the scope of work to waterproof the leaks associated with the limestone on the roof. They also provided a quote to repair and/or replace the gutters.

That quote will need to be reviewed by the Facilities Coordinator, John Devine and the County Librarian. Horning Roofing finally conducted its water test at the end of the month. Their staff spent about five hours to complete the test. Horning will quote the repair of the gutters as well. Regarding the Wyandotte monument sign, Mr. Holman indicated the quote from ASI Signage was received. After discussing the scope of the work, the quote was revised and is estimated at \$2000. The quote has been signed and returned to ASI. Mr. Holman reported there are two quotes in hand for the missing siding at Klondike. Mr. Holman indicated Mr. Devine is following up with the quote from Knox Services to confirm their timeline and the work being done. Finally, Mr. Holman reported the downspouts and staff toilet issues at Wea Prairie have been resolved.

As chair of the Personnel Committee, Mrs. Grover reported on the work of the committee. She mentioned the committee was meeting every week as it continues its work on the wage/compensation study and other personnel topics. The committee has been in direct communications with Segal, Inc. consultants and has a few concerns about the results of the study. Mrs. Grover mentioned TCPL will need to bump up minimum pay being careful about compression between pay grades. Mrs. Grover indicated Branch Manager Marlene Darnell will be meeting with the Management Team to continue work on the Personnel handbook. Management Team will work with three to five policies at a time and bring recommended changes forward to the Personnel Committee. Mr. Bultinck stated he appreciated the work of the Personnel Committee and the members stepping up to get the work done.

As the TCPL Foundation Liaison, President Bultinck reported on its meeting held on Friday, May 20th. Mr. Bultinck reported the Foundation's investments had unrealized losses that were in line with the rest of the stock market for the past five months. He stated there was still no specific ask of the Foundation by TCPL for the downtown renovation. There were no other **Committee Reports**.

Under **Other Reports**, Friends President Jim Plantenga was unavailable to provide a report. Friends member, Suzanne Cunningham shared information related to Friends activities. She noted the Friends had an upcoming book sale on June 10-13. The Friends anticipate there will be about 350 boxes of books in this sale. Ms. Cunningham also indicated the Friends intend to include some of the furniture declared as surplus during the Board's April 12 meeting. Some of the chairs are expected to be sold for \$5. Unsold chairs will eventually go to the salvage. Ms. Cunningham stated the Friends planned to host a table on Saturday, June 11 at the *Mosey Down Main Street*. Finally, Ms. Cunningham mentioned the Friends received a very large donation of 300 boxes of books. The books were very organized and included a spreadsheet of the contents of each box. There were over 20 boxes of architectural books in pristine condition. Also, under **Other Reports**, Head Youth Librarian Maggie Andrejko presented information about the Summer Reading Program. Mrs. Andrejko shared information about various aspects of the program including registration numbers, participant prizes and onsite performers. Also, within the content of her PowerPoint, Mrs. Andrejko shared the Summer Reading Program video produced by TCPL youth librarians. The theme of this year's program is *Oceans of Possibilities*.

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

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

Under the heading of **Other Business**, Board Treasurer Dave Lahr moved to approve prewritten claims 387 to 425 in the amount of \$266,382.87 along with the regular claims 426 to 470 which totaled \$209,734.28 with the grand total of the claims listing of \$476,117.15. Mrs. Springer seconded the motion and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared information about a couple of library activities. He reported there have been a number of minor incidents related to the space around the 24-Hour Library. Miscellaneous things such as clothing, blankets, and other basic living items have been found in the space. Twice someone urinated on the floor. Just this week, makeup was found on the stainless-steel outer surface of the 24-Hour Library. Several TCPL staff have shared in the removal of and clean-up of these personal items. One good thing about this minor vandalism, is that we have found technical issues for the four cameras integrated into the 24-Hour Library. TCPL's Automation staff members are working on getting these technical issues resolved. Regarding TCPL facilities, Mr. Holman noted both the Downtown Library and the Klondike Branch had annual inspections of the backflow and fire sprinkler systems. Both buildings passed their inspections conducted by Brenneco Fire Protection Services. In February 2022, the Wyandotte Branch had a floor drain pipe fail in working properly as part of the inspection. The pipe has been rerouted which resolved the issue and the pipe passed inspection by the Lafayette Fire Department. The work was done by Brenneco as well. Finally, Mr. Holman stated J & K Horrall Mowing Service will once again handle the mowing duties of the unused acreage at the Wea Prairie Branch site. Mr. Holman proceeded to recognize and compliment the work of Youth Librarian Cara Ringle. Ms. Ringle revived, modified and re-energized the Teen Volunteer Program associated with the Summer Reading Program. She accomplished the work using notes from the files of the former Teen Librarian. Mrs. Springer commented on the successful work done by Jon McCormick as TCPL's Communications Assistant and Marina Neal as the TCPL's Communications & Marketing Coordinator. Mrs. Springer mentioned their timely work, their responsiveness to staff and their creativity. She used the recent Express Edition as an example of their work. Mr. Holman commented it was a team effort to produce this particular document. John Devine, Facilities Coordinator, was also recognized by Mrs. Springer for his quality of work. Related to the staff acknowledged for staff recognitions, President Bultinck requested Mr. Berman send him emails of the staff who were named for recognition.

There were no **Comments from the Public**. There were no **Comments from the Board**.

Mrs. Springer moved to adjourn the regular Board meeting at 8:12 p.m. Mr. Lahr seconded the motion and it carried.

Mida Grover, Secretary

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