

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 5, 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 30, 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

Jim Plantenga, Friends of TCPL
Harry Mohler, HLM Architecture
Steve Berman, HR Coordinator
Jos N. Holman, County Librarian

President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:01 p.m. A quorum was declared to conduct business for the library.

Board Secretary Mida Grover led the Board in reciting the Pledge of Allegiance.

Mrs. Grover moved the **Board Minutes** of June 7th, 2022 be approved as presented. Board Vice President, Mary Springer provided a second. President Bultinck called the motion and the motion passed unanimously. For the *Human Resource* area Steve Berman, HR Coordinator, gave a brief staffing update to the Board. Mr. Berman reported the library had about 12 support staff job openings comprised of mostly assistant level positions and does not include managerial positions. Mr. Berman shared interviews are ongoing with several scheduled over the next two weeks. Branch Managers are working together to form interview pools. Mr. Berman was asked if the number of resignations listed in the Personnel Actions document was typical. Mr. Berman responded the reasons and quantity of resignations vary each month. As an example, he provided the reason for one of the recent resignations.

Mrs. Grover moved to approve the June 7th, 2022 **Personnel Actions**. Mrs. Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, representing the Facilities Committee, Mrs. Springer shared with the Board that several small facilities projects are ongoing. She asked the County Librarian to provide an update on the progress of these projects. Mr. Holman provided updates about the Wyandotte Branch monument sign and its missing letters. Installation of the replacement letters is scheduled for the week of July 25. Mr. Holman mentioned the missing sideboard at Klondike is expected to be repaired

by Knox Roofing during the first week in August with the estimated cost between \$3,000 and \$11,000. TCPL received three quotes to repair and/or replace gutters at the downtown library. The quotes vary in price with replacement costs exceeding the anticipated estimates. After a brief discussion of the options by the Board, it was decided the information would be shared with the Facilities committee for their consideration and future recommendation. The Facilities committee will meet during the month of July. Finally, Mr. Holman mentioned the new Community Outreach vehicle is once again delayed for several weeks. Instead of receiving the vehicle in late July, we now hope it is delivered in late August.

For the Personnel committee, Mrs. Grover presented a written report on work associated with the revision of the Employee Personnel Code and the progress of the wage/compensation study. Board member Connie Harper provided background reasons for why Segal, Inc. was hired to conduct the wage/compensation study. After numerous comments and discussion about the study, several recommendations were made. Board member Kay Walton moved to accept the May 2022 Segal compensation report. Board member Grant Fischer seconded the motion and the motion passed. Mrs. Grover moved to approve and implement the recommendations of the Segal compensation study. Mrs. Walton provided a second to the motion. The motion passed. Mrs. Grover moved to approve the new Tippecanoe County Public Library Compensation Policy as presented in the Personnel committee report and for it to become part of the TCPL's Employee Personnel Code. Mrs. Harper seconded the motion and the motion passed. Mrs. Springer moved to have the Finance committee determine the funding of the recommendations of the compensation study along with an additional amount based on feasibility which will be considered by the Finance committee. Mrs. Grover provided a second to the motion. The motion passed. Finance committee members agreed to meet to review funding options. There were no other **Committee Reports**.

Under **Other Reports**, Friends President Jim Plantenga shared information about recent Friends activities. Mr. Plantenga mentioned the Friends plan to have a presence at the upcoming Mosey. He reported the June book sale brought in about \$11,000 with over \$5,700 in sales on Friday night. For the September book sale, the Friends will intentionally cut back on the volume of books and number of boxes they include in the sale. Mr. Fischer asked Mr. Plantenga how the sale of the surplus furniture went. Mr. Plantenga indicated a few tables and some of the chairs were sold. However, more furniture remained than was sold. Mrs. Grover commented that at the last Friends board meeting, an active shooter situation was briefly discussed. It was noted, the library should consider if it needed a procedure related to active shooters. No action was taken. Also, under **Other Reports**, the County Librarian provided an overview of the Budget Process and Timeline document. Mr. Holman explained several of the steps needed to achieve the next year's fiscal budget. This was an informational item and no action was required or taken

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

Under the heading of **New Business**, President Bultinck initiated a brief discussion on the MatchBOX Coworking Studio lease renewal. The County Librarian provided historical information on how TCPL has an agreement with Lafayette Urban Enterprise Association (LUEA) to lease the Stein Building. The 10-year lease started in 2013 and will

expire in 2023. He mentioned LUEA was the formal partner, but the working relationship for MatchBOX is with the city of Lafayette. LUEA sent a letter confirming its desire to exercise an option to continue the lease for another 5 years. President Bultinck indicated Board action to renew the lease would be taken in the spring of 2023. No action was taken.

Under the heading of **Other Business**, Board Treasurer Dave Lahr moved to approve prewritten claims 471 to 503 in the amount of \$559,346.68 along with the regular claims 504 to 550 which totaled \$91,391.30 with the grand total of the claims listing of \$650,737.98. Mrs. Springer seconded the motion and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared information about three different library activities. He reported TCPL continues to work on re-opening the Swezey Room for Indiana History. Most of the surplus chairs have been removed from the room and are temporarily stored inside the downtown library. The plan is to open the space to the public the first full week in July. Regarding TCPL facilities, Mr. Holman projected a color rendering of the anticipated changes to the Red Crown Mini-Museum. The rendering, prepared by Schneider Geomatics, gave all the Board members a first look at how the RCMM landscape will be laid out. Finally, Mr. Holman mentioned TCPL is redesigning the look, format, and orientation of the front of its library card issued to the customers. Color is being added to the card and it will have a vertical orientation instead of a horizontal one. A visual of the new library card was shown to the Board. Accompanying the County Librarian's report in the designation of recognition, President Bultinck stated he wanted to recognize the work of Steve Berman and Jos Holman for their assistance and support for the work of the Personnel committee.

Under the heading of **Comments from the Public**, local architect Harry Mohler mentioned a different snow movement method to consider rather than the "ice guards" presently being used and failing to properly handle large snow amounts. Mr. Mohler indicated he would get information to the County Librarian. President Bultinck thanked Mr. Mohler for his comment and suggestion.

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

Mrs. Springer moved to adjourn the regular Board meeting at 8:11 p.m. Mr. Lahr seconded the motion and it carried.

Mida Grover, Secretary

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