

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
August 2, 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, July 28, 2022 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Dave Lahr, Treasurer

GUESTS

Jim Plantenga, Friends of TCPL
Harry Mohler, HLM Architecture
Steve Berman, HR Coordinator
Marlene Darnell, Branch Manager
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 Kay Walton led the Board in reciting the Pledge of Allegiance.

Board Vice President Mary Springer moved the **Board Minutes** of July 5th, 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 Steve Berman, HR Coordinator, provided a staffing update to the Board. Mr. Berman reported offers were made to and accepted by four assistant level positions. The background check process has started for these individuals. Mr. Berman mentioned additional interviews for vacant support staff positions are being scheduled. There was a brief discussion regarding a recent staff member resignation.

Board Secretary Mida Grover moved to approve the August 2nd, 2022 **Personnel Actions**. Mrs. Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, several comments were shared by members of the Personnel committee. Mrs. Grover mentioned the Personnel committee of the Board is being updated by Branch Manager Marlene Darnell on the project to revise TCPL's Personnel Code. Mrs. Grover indicated the staff group is working hard on revisions and that Mrs. Darnell is doing an "awesome job" in conducting the work and keeping the committee informed on the progress of the work. Clarification was provided by the Personnel committee on how to document Board adoption dates for the upcoming revision and guidelines given on how to incorporate previous revision dates. The committee understands the Management Team (MT) started working on 4-5 policies and

will release drafts of the policies to TCPL staff on August 8th. Staff input will be discussed at an August 18th meeting of MT and possibly completed by the end of August to be considered for a vote at the September Board meeting. Mrs. Grover invited Mrs. Darnell to share any comments she might have. Mrs. Darnell stated “there were lots of updates to discuss and the MT is carefully considering each one”. Mrs. Darnell indicated MT is looking at combining some of the policies. Also, she indicated a timeline for the revision was shared with the Personnel committee with an anticipated completion date of December 2023. MT has been meeting every two weeks since the beginning of July to work on the project. For the Facilities committee, Mrs. Springer reported on behalf of Facilities chair, Dave Lahr. Mrs. Springer stated Mr. Lahr attended a July 14th meeting with Keystone Architects for the downtown renovation project. Mrs. Springer shared Mr. Lahr’s notes about Schneider Geomatics’ updates on the area around the Red Crown Mini-Museum. The updates included information about the retaining wall, the location of benches on the property, the monument sign and the South Street entrance area. For the downtown renovation project, Mr. Lahr’s notes reported the approach for contractor bids for the project will include one main bid and one main alternate. With construction drawings being ninety percent complete, bidding will occur during the month of September. Mrs. Springer also shared the Facilities committee met in July to consider and review quotes to repairing leaks on the roof and gutters on the downtown library building. Though three different companies quoted the project, there were variances in the approaches and options to resolve the issues with the roof. One company’s quote included pictures of the areas that needed work. The pictures were very helpful to the committee. The committee was able to reach a consensus on one company doing the work. With the report, the Facilities committee recommended and moved to accept Hinshaw Roofing’s quote to repair the gutters, waterproof the limestone and to quote repairs for any further leaks they find, all with a guarantee of the work that is performed. Mrs. Harper seconded the motion. There was further discussion among the Board on the topic. It was suggested the downspouts be checked for drainage and a two-year cycle be initiated for maintenance of the roof. President Bultinck called the question on the motion. The motion unanimously passed. For the Finance committee, President Bultinck reported the committee met to review the Segal Inc. compensation model and the Personnel committee’s request to fund the Personnel committee recommendation. He reported the Finance committee considered the \$313,000 maximum cost which includes instituting market minimum hourly pay for each position at the library and the placement of staff in the ranges. This maximum cost also includes a two percent across the board increase for each staff member. Mr. Bultinck indicated this will bring staff closer to the midpoint of the range and bring everyone to where they need to be. The committee’s recommendation and motion is to implement the wage/compensation study and to upgrade staff wages with the payroll date of September 16th. Mida Grover seconded the motion. The motion passed unanimously. Finally, it was noted, a formal study of employee wages should take place every four years. Also, the committee discussed the idea of creating and issuing a document showing the total compensation to each staff member. This “compensation package” will reflect library contributions to staff benefits including health insurance and employer contributions to INPRS. The committee’s intent is for the “compensation package” to also be completed in September.

There were no other **Committee Reports**.

Under **Other Reports**, Friends President Jim Plantenga provided an update on recent Friends activities. Mr. Plantenga mentioned the next Friends book sale will take place starting Friday, September 16th through Monday, September 19th. The Friends continue to handle the recent large donation of books, having sorted through several boxes of the books with another 200-250 boxes that still need to be reviewed. There are several first edition books in the donation along with quite a few oversized big books. Overall, the Friends continue to constantly receive donations which is crowding their storage space. Also, under **Other Reports**, the County Librarian updated the Board on the box-truck vehicle ordered from Summit Bodyworks. Mr. Holman shared a few production pictures of the new "Community Outreach Vehicle". He also reported on the highlights and key components of the new Outreach Plan TCPL staff members will use with the vehicle. Parts of the plan will also be facilitated without the new vehicle. Board members asked questions and general discussion took place. No action was taken.

Under the heading of **Old Business**, the County Librarian initiated a discussion on federal e-rate funding. Mr. Holman gave a brief background on previous discussions the Board held in 2021 including reminding the Board TCPL used a third-party vendor for e-rate filings. He also provided information about CIPA (Children's Internet Protection Act) and the impetus and intention of the subsidized funding that helped educational institutions purchase computer technology and gain access to broadband services. With dramatic changes in 2019, TCPL has not utilized the e-rate subsidies for even its internet provider. Mr. Holman stated TCPL may be able to receive more than \$25,000 in subsidies for the annual cost of its internet service provider. The Board asked several questions and discussed the topic at length. It was decided more research and data is needed including checking on what other libraries in Indiana are doing and also getting staff input. No action was taken on this topic. Mr. Holman indicated more conversation could occur in the early fall with filing deadlines in early spring.

There was no **New Business**.

Under the heading of **Other Business**, Mr. Bultinck moved to approve prewritten claims in the amount of \$260,769.30 and \$8,998.11 for a total of \$269,767.41 and regular claims totaling \$194,064.45 with the grand total of all claims presented of \$463,831.86. Mrs. Springer seconded the motion and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared information about a few library related items. He mentioned the representative of the auditing firm, Crowe, LLP, was on site at TCPL for a full day. Both Mr. Holman and Finance Controller, Loretta Carter met with him for the first hour or so answering a number of questions and confirming the objectives for the day. Overall, Mr. McGill was pleased with his visit to TCPL. A couple of key items for the 2019 Annual Financial Report (AFR) still need to be researched and finalized. The plan is to finish the audit virtually and then schedule an exit interview with TCPL representatives including the Board Treasurer. Mr. Holman went on to share Selective Insurance was recently engaged to provide insurance coverage for the Directors and Officers plus Employment Practices policy for the Board of Trustees. For the previous 15 years, TCPL's coverage was with the Underwood Agency using Traveler's Insurance. Jackson Bogan with the Mitchell Agency facilitated the change in carriers. The policy primarily covers policies that are incorrectly written or misapplied by the library Board or administration. It also covers customer

service type mistakes made by employees or theft by employees. Finally, Mr. Holman stated he will meet with the DLGF field representative on Monday, August 1st. The meeting will focus on the June 30th cash balances and 2023 general budget estimates. As a part of his County Librarian's report, Mr. Holman recognized the work of Polly Roush and Hannah Winegar for their diligent and consistent assistance and support in shelving items for the CIRC department. Their efforts are noticeable and appreciated by the CIRC staff as well.

Under the heading of **Comments from the Public**, local architect Harry Mohler asked about the type of sealant that will be used to repair the leaking limestone areas on the roof of the downtown building. He commented on a couple of various types of sealant. He also spoke about the snow rail system he previously mentioned to the library board. He estimated a cost of \$25 a linear foot to purchase and install the snow rail system.

Under the heading of **Comments from the Board**, Board member Grant Fischer commented on the collaborative effort between TCPL and Lafayette Jefferson High School to digitize older copies of the Lafayette Jeff booster club newspaper. The school representative is Andy Dooley who is working with Reference Librarian Matt Meyer. Mrs. Springer inquired about the plan to change from analog telephone service to a VOIP phone service noted in a departmental report. The change will occur during the fall and does not provide an open analog line for public faxes. Mrs. Harper shared a comment and asked a question related to the circulation of downloadable materials as presented in the quarterly statistics.

Mrs. Grover moved to adjourn the regular Board meeting at 8:25 p.m. Mrs. Springer seconded the motion and it carried.

Mida Grover, Secretary

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