

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 6, 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, September 1, 2022 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Stephen Bultinck, President

GUESTS

Jim Plantenga, President, Friends of TCPL
Scott Irvin, Vice-President, Friends of TCPL
Justin Sorber, Keystone Architecture
Greg Helms, Kettelhut Construction, Inc.
Steve Berman, HR Coordinator
Jos N. Holman, County Librarian

Prior to the start of the regular Board meeting, at 7:00 p.m. Vice-President Mary Springer convened a public hearing on TCPL's 2023 budgets which were previously advertised on Indiana's Gateway Online. No members of the public spoke during this time. Vice-President Springer sought a motion to close the public hearing. Board Secretary Mida Grover moved the public hearing be closed. Board member Kay Walton provided a second and the motion passed.

Vice-President Springer then 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 Connie Harper led the Board in reciting the Pledge of Allegiance.

Mrs. Harper moved the **Board Minutes** of August 2nd, 2022 be approved as presented. Mrs. Grover provided a second. Vice-President Springer called the motion and the motion passed unanimously. For the *Human Resource* area Steve Berman, HR Coordinator, gave a staffing update to the Board. Mr. Berman reported, that in addition to the appointments and resignations described in the Personnel Actions, work continues on filling open positions across the system. Mr. Berman shared we are close to finalizing some interview pools and anticipate holding interviews over the next week or two. Mr. Berman mentioned that a start date needs to be finalized for a new hire in Circulation.

Mrs. Grover moved to approve the September 6, 2022 **Personnel Actions**. Mrs. Walton seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, for the Finance Committee, Board Treasurer Dave Lahr mentioned the committee met September 1st for its first review of the 2023 Operating budget. Mr. Lahr indicated the County Librarian commented on

several key budget lines and reminded the committee of the process to adopt the budget. Mr. Lahr informed the Board the total amount of the 2023 Operating budget is estimated at \$6,510,906.

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 September 16th through September 19th. The Friends staffed a booth and had a good turnout at a recent "*Mosey Down Main Street*" event. The Friends staffed the booth for a couple of hours. Finally, Mr. Plantenga then introduced Friends Vice-President Scott Irvin who he invited to the meeting to have first-hand knowledge of a general Board meeting. Mr. Irvin will attend the TCPL Board meetings in Mr. Plantenga's absence.

Also, under **Other Reports**, the County Librarian shared that with the ongoing activities surrounding the downtown renovation project and the project nearing the end of the design phase of the construction documents, a representative of Keystone was asked to update the Board on the project. After a re-introduction, architect Justin Sorber with Keystone was asked presented information to the Board on the downtown renovation project. Mr. Sorber stated, "It has been a journey to get to this point and that the design is now on the street for contractors to bid on." He commented on several aspects of the project including the Red Crown Mini Museum, the final design of the South Street façade, the meeting room addition and the interior lobby space design. He also commented on the freshening up of the staff space, public restrooms and a totally new HVAC system. Finally, Mr. Sorber mentioned 90% of the light fixtures would be replaced and that new Cat-6A data wiring would be installed for TCPL's IT systems. He then introduced Greg Helms with Kettelhut who shared information about the upcoming bid date of September 29th. Mr. Helms stated information was made available to over 200 contractors and sub-contractors. He mentioned there are currently 17 phases of work and that temporary partitions will be used to isolate the construction areas and workers. There were a few questions and comments for clarifications for both Mr. Sorber and Mr. Helms, but no action was taken by the Board.

Also, under **Other Reports**, using an Excel spreadsheet and the video projector, the County Librarian presented the 2023 Operating budget. Mr. Holman reiterated the Finance committee reviewed the draft budget and the timeline for adopting the budget. He pointed out the increased budget lines were mostly associated with personnel costs, furniture and equipment, other professional services and electronic subscriptions. The year-to-date spending for each budget line was shown next to the projected costs for 2023. There was general discussion along with several questions and a few comments by Board members. The budget was advertised at \$6.51 million which is an increase from the 6.17 million in 2022. Finally, Mr. Holman shared information about the possibility of using the debt service line in the Operating budget because of insufficient funds in BIRF revenue in 2022. Use of this line will have no negative impact on general library operations. The Board will look at the budget at their October meeting with the option to adopt the budget during the meeting or wait until their November meeting.

There was no **Old Business** to consider. Also, there was no **New Business** to consider.

Under the heading of **Other Business**, Mr. Lahr moved to approve prewritten claims number 634 to 675 in the amount of \$280,975.72 and regular claims number 676 to 727 totaling \$161,734.79 with the grand total of all claims presented of \$442,710.51. Mr. Lahr reminded the Board this includes claims 636 and 637 representing the “transfer of funds” in the amount of \$60,000. Mrs. Grover seconded the motion. The motion passed.

Under the heading of the **County Librarian’s Report**, Mr. Holman shared information about three different library related items. He indicated TCPL will celebrate National Library Card Sign-up Month (NLCSM) throughout September. TCPL will initiate the use of its newly designed library card and give out stickers and bookmarks to younger customers who get library cards. For adults, a new ink pen that doubles as a cell phone stand will be given to adults. Mr. Holman provided an ink pen to each Board member. Also, during NLCSM, TCPL will share a redesigned brochure that welcomes customers to the library. The brochure contains various information that orients a new customer to TCPL resources and activities. A copy of the brochure was included in the Board mailing. Mr. Holman announced that Wyandotte Branch Leader, Rebecca (Becky) Parkinson was appointed as chair of TCPL’s Social Committee. Also, newer staff members Hannah Winegar and Shannon Delaware joined the committee. Becky and the committee will meet in September and have planned a food activity shortly after Labor Day. Finally, Mr. Holman reported that TCPL department heads visited the Lafayette Transitional Housing Coalition (LTHC) to tour their two-year facility on August 10th. The visit was an opportunity to consider the possible impact of library resources, services, and programs on clients of LTHC and determine if there are ways TCPL can assist LTHC clients. During the County Librarian’s report, Leanne York was recognized for her initiative and follow-through on getting direction signs placed showing the location of the library. During Board comments, Mrs. Springer recognized Tom Funkhouser for his work on getting the library computing services up and running due to the car accident that disabled all computer services in August.

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

Under the heading of **Comments from the Board**, Mrs. Grover commented on and inquired about the transaction with Nationwide, TCPL’s newer deferred compensation vendor. The County Librarian stated the transaction is still unresolved at this time. Vice-President Springer commented on the new “welcome” brochure and stated it was well done. Friends President Jim Plantenga asked about the annual dinner that used to be held by the library. The County Librarian said he would bring it up to the staff Social Committee.

Mrs. Walton moved to adjourn the regular Board meeting at 8:29 p.m. Mr. Lahr seconded the motion and it carried.

Mida Grover, Secretary

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