

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
October 4, 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 29, 2022 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Stephen Bultinck, President
Dave Lahr, Treasurer

GUESTS

Scott Irvin, Vice-President, Friends of TCPL
Suzanne Cunningham, Friends member
Steve Berman, Human Resources Coordinator
Jos N. Holman, County Librarian

Vice-President Mary Springer 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 member Connie Harper moved the **Board Minutes** of September 6, 2022 be approved as presented. Board member Kay Walton 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 report on current staffing activities. He indicated that a new Library Assistant started this week and we anticipate starting a new Youth Assistant next week. Mr. Berman then mentioned that job offers, for both part- and full-time leaders, will soon be extended to candidates. There were a few questions from the Board regarding the position of leader and which buildings have the vacancies. Lastly, there were some comments regarding the filling of the Acquisitions Leader position.

Board Secretary Mida Grover moved to approve the October 4th, 2022 **Personnel Actions**. Mrs. Walton seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, for the Personnel Committee, Mrs. Grover mentioned the committee has met with Wea Prairie Branch Manager, Marlene Darnell to receive an update on the work associated with the revision of the Personnel Code. The Personnel Committee understands individual policies are being discussed by TCPL's Management Team. Two policies, *Travel* and *Civic Participation* are complete and recommendations for approval of these two policies may take place at the November Board meeting. Mrs. Darnell is expected to be present at the November Board meeting. There were no other **Committee Reports**.

Under **Other Reports**, Friends President Jim Plantenga was unable to attend because of a recent surgery. Vice-President Scott Irvin provided an update on Friends activities. Mr. Irvin mentioned the Friends had 539 boxes of items at the Friends September book sale. Eighty percent of items in the media format were sold along with a good quantity of cookbooks. The four-day sale took in \$12,185.16 with the odd cents representing the 10% teacher's discount. Finally, Mr. Irvin stated the unsold items filled up five gaylords. An impromptu discussion ensued on the impact of the downtown library renovation project on Friends activities in the immediate future. Several questions were asked and several comments and suggestions were shared. There were no specific decisions. The County Librarian pointed out there would be a better opportunity to make decisions at the November Board meeting.

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

Under the heading of **New Business**, the Board considered the 2023 Operating and BIRF (Bond and Interest Redemption Fund) budgets. At the September Board meeting, there was a full review and discussion of the Operating budget. Also, during that September meeting, the County Librarian pointed out an unusual nuance with the BIRF budget. Mr. Holman pointed out a few changes in the Operating budget based on 2023 anticipated activities to support the downtown renovation. After a few questions and explanations, Mr. Fischer moved to approve the 2023 Operating and BIRF Resolution that adopts the estimated levy and tax rate for fiscal year 2023. Mrs. Harper provided a second to the motion. The motion unanimously was approved. Mr. Holman indicated all 2023 budget forms would need to be filled on the DLGF's Gateway Online website.

Under the heading of **Other Business**, Mrs. Grover moved to approve prewritten claims in the amount of \$405,133.97 and regular claims totaling \$217,981.87 with the grand total of all claims presented of \$623,115.84. Mrs. Walton seconded the motion. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared information about several library activities. Mr. Holman shared the TCPL Staff Development Day takes place Monday, October 10th at the downtown library. All TCPL buildings will be closed that day and all staff will report to work at 9:00 a.m. After breakfast snacks and drinks, the morning presentation will focus on mental health. Brandi Christiansen of Mental Health America will speak to the staff and then a webinar presentation of mental health will follow. Following lunch from Great Harvest, staff will take a break and play a few games. An afternoon staff meeting and webinar on being a back-up during a crisis will close out the day. All costs for the day will be funded by the Friends of TCPL. Mr. Holman went on to update the Board on the pending transfer to VOIP (Voice Over Internet Protocol) phone service for three TCPL building locations. With preparation during October, the activity will be formalized and finalized in late November. The equipment for this momentous change has been ordered, received and is being configured by Automation staff. Staff will have an opportunity for hands on training with the new phone system with the old one in place. The initial cost for hardware is significant, but the annual dollar savings to the library will be substantial and immediately recognized in the next fiscal year. Mr. Holman mentioned that local author, Charles (Chuck) Hockema will visit the downtown library on Thursday, October 13th to make a presentation. Mr. Hockema wrote two books of poetry and will be autographing

copies of his books after the program. The Friends of TCPL are supporting the program with an honorarium to Mr. Hockema and volunteers to sell books. Finally, Mr. Holman updated the Board on the bids received for the downtown renovation project. The bids were opened on September 30th as planned and are currently being reviewed by Kettelhut. There were two sealed bids with both being substantially over the estimated amount. Mr. Holman suggested the two likely options are to reduce the scope and size of the project and then rebid the project. The major increase in the bids was connected to the HVAC system that was one million dollars above the estimated cost. Mr. Holman suggested the appropriate Board committee will review the project sometime in the near future.

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

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

Mrs. Walton moved to adjourn the regular Board meeting at 8:24 p.m. Mrs. Springer seconded the motion and it carried.

Mida Grover, Secretary

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