

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**November 1, 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, October 27, 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  
Connie Harper, Member

**ABSENT:**

Kay Walton, Member

**GUESTS**

Jim Plantenga, President, Friends of TCPL  
Harry Mohler, Architect  
Marlene Darnell, Wea Prairie Branch Manager  
Steve Berman, Human Resources Coordinator  
Jos N. Holman, County Librarian

President Steve 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 member Connie Harper led the Board in reciting the Pledge of Allegiance.

Board Secretary Mida Grover moved the **Board Minutes** of October 4<sup>th</sup>, 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 report on current staffing activities. He indicated interviews were being conducted and some candidates were in the background check phase of being hired. Mr. Berman then elaborated by indicating interviews were for Clerk II and Klondike Branch Assistant positions. He further shared that a Library Assistant at the Downtown library and a Part Time Branch Leader at Klondike were expected to be hired over the next week or two.

Mrs. Grover moved to approve the November 1<sup>st</sup>, 2022 **Personnel Actions**. Mrs. Springer seconded the motion. County Librarian, Jos N. Holman provided background regarding Finance Controller Loretta Carter's status as a TCPL employee. Ms. Carter will be resigning from TCPL but in the meantime has agreed to assist with finances through the next couple of months. She will continue to perform financial record keeping through the end of the fiscal year and then provide training to her replacement. The vacant position will be posted in November. In the interim. Ms. Carter will be considered a temporary hourly employee without benefits. President Bultinck called the question and the motion passed unanimously.

Under the heading of **Committee Reports**, Mrs. Grover reported for the Personnel Committee. Mrs. Grover noted the committee met with Mr. Berman and the County Librarian to review the health insurance renewal. This topic will be presented and discussed under **New Business**. The committee separately met with Wea Prairie Branch Manager, Marlene Darnell and discussed progress on the Personnel Code revision. Mrs. Grover gave way to Mrs. Darnell who provided an update on the work. Mrs. Darnell shared a color-coded chart representing a modified timeline for the complete revision of the TCPL Personnel Code. She indicated staff will be subject to an overlap of the current and revised code, thereby making the code “a living document”. Progress is being made with sections being edited after every meeting. Finally, Mrs. Darnell stated an upcoming policy on Continuing Education would soon be complete once a mileage question is addressed. Members of the Board’s Personnel Committee shared comments along with Mrs. Darnell’s report and all agreed significant progress has been made. President Bultinck questioned, “If work with external organizations would only occur during normal work hours?” Mrs. Darnell responded, “Work schedules could be adjusted to accommodate weekend work with local organizations with participation based on a staff member’s Professional Development Plan.” President Bultinck thanked Mrs. Darnell for the report and thanked the committee for their work on this major project. There were no other **Committee Reports**.

Under **Other Reports**, Friends President Jim Plantenga presented an update on TCPL Friends activities. He mentioned the Friends were actively looking at options and alternative locations for their upcoming December book sale based on the unavailability of the downtown library meeting rooms. He also suggested this approach could be utilized for book sales in 2023 with the local fairgrounds appearing to be a good possibility. Mr. Plantenga reported the Friends were also considering how to handle book donations during the renovation activities at the downtown library. One option the Friends discussed is the possibility of using TCPL branches as locations to receive donations. Mr. Plantenga finished his report by suggesting the Friends will increase signage at the west loading dock to ensure appropriate communication to individuals donating items to the Friends. President Bultinck thanked Mr. Plantenga for his report.

Under the heading of **Old Business**, the Board considered two Personnel Policies submitted for approval. With both the **Professional Associations** and **Civic Organizations** policies discussed during the Personnel Committee reports, Mrs. Grover moved to adopt both policies as written and presented. Mrs. Harper provided a second to the motion. After a brief discussion, the vote was taken and the motion unanimously approved.

Under the heading of **New Business**, the County Librarian provided background information related to TCPL’s 2023 health insurance renewal. Mr. Holman gave a high-level overview of the renewal activity using a document showing the current and renewal costs, the number of employee participants, and the different tiers of coverage. It was shared that TCPL used CIGNA Healthcare for the past decade to provide health insurance for eligible staff members. After an annual review with a CIGNA representative and TCPL’s insurance broker, *Paradigm Consulting, Inc.*, a renewal plan with definitive costs was offered by CIGNA to TCPL. Mr. Holman indicated the Board’s Personnel Committee previously met to review the renewal and supported consideration by the full Board. He also stated the increase to 2022 individual PPO premiums is less than 10%.

With approval by the Board, the 30-day open enrollment period will begin in mid-November. Mrs. Grover moved to approve the recommendation to renew TCPL's health insurance with CIGNA Healthcare based on the renewal costs presented to the Board. Mrs. Springer provided a second to the motion and the motion passed.

Under the heading of **Other Business**, Board Treasurer Dave Lahr moved to approve prewritten claims number 804-837 in the amount of \$193,879.08, the payroll claims number 886-890 of October 28-31 of \$113,511.03 and the regular claims number 838-885 totaling \$205,111.25 with the grand total of all claims presented of \$512,501.36. Mrs. Grover seconded the motion. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared information about a couple of library activities. Mr. Holman shared Hinshaw Roofing started the work on the downtown library gutter repairs and the work is going well. Hinshaw repair personnel have been onsite for three weeks with most of the broken and hanging gutters already repaired or replaced. Most of the waterproofing in the dormer areas has been completed as well. Though the work has taken longer than expected, the project should be completed in another week or so. Also, connected to building maintenance, a new boiler has been installed at the Klondike Branch. The failing boiler system needed a few modifications and regular switch replacements over the years, but recently completely stopped working. The new boiler cost less than \$10,000. The boiler is working properly though there are unresolved software programming challenges. Facilities Coordinator John Devine is working with the company looking for a solution. Mr. Holman briefly stated as TCPL plans for the downtown library renovation, discussions are taking place regarding furniture layout and positioning of the materials collection. Divisional Librarian Neal Starkey is conducting those discussions, gathering information and creating draft floor plans. Staff members will use a google form to provide feedback on the draft floors. Mr. Holman briefly spoke about TCPL's Staff Development Day that was held on October 10<sup>th</sup>. He shared the agenda for the day and handouts from two sessions. Mr. Holman asked the Board whether the traditional staff/Board reception usually held at the December Board meeting should take place this year. He reminded the Board that staff longevity recognitions occur with new staff member name tags and a monetary amount. There was Board consensus to hold the event. Mr. Holman indicated he would arrange for the event. Finally, Mr. Holman recommended the Friends of TCPL be able to hold their December 9-12 book sale at the downtown library. He suggested since the renovation activity would not start in mid-December as originally stated, the room is available for use by the Friends. Mr. Plantenga indicated he would speak with the Friends to discuss their preference and get back to TCPL. President Bultinck directed Mr. Plantenga to communicate their decision to the County Librarian. Under *Recognitions*, President Bultinck complimented Wyandotte Branch Manager, Leanne York on her efforts and accomplishment in getting highway marker signs for the Wyandotte Branch.

Under the heading of **Comments from the Public** local architect Harry Mohler asked about the identity of the second bidder. Mr. Holman stated he would directly share the name of the second bidder with Mr. Mohler.

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

Mr. Lahr moved to adjourn the regular Board meeting at 8:15 p.m. Mrs. Harper seconded the motion and it carried.

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Mida Grover, Secretary

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