

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
January 3, 2023

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, December 29, 2022 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

GUESTS

Jim Plantenga, President, Friends of TCPL
Steve Berman, Human Resources Coordinator
Jos N. Holman, County Librarian

President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:06 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.

Board Vice President Grant Fischer moved the **Board Minutes** of November 29th, December 6th, and December 16th, 2022 be approved as presented. Board member Mary Springer provided a second to all three sets of minutes and the motion passed.

Mrs. Grover moved to approve the January 3rd, 2023 **Personnel Actions**. Board member Connie Harper seconded the motion and it passed unanimously.

Steve Berman, HR Coordinator, gave a report on current staffing activities. Mr. Berman indicated that, in general, applications were being reviewed across the system and no immediate new hires were anticipated at this time. The Board asked about the number and titles of vacant positions and number of application submissions. There was some discussion about job postings and the Board offered a couple of suggestions regarding this topic.

No **Committee Reports** were presented.

Under **Other Reports**, Friends President, Jim Plantenga mentioned a couple of specific items. First, Mr. Plantenga mentioned the Friends will hold their March 2023 book sale at the Tippecanoe County Fairgrounds. He stated logistical decisions about this book sale are being handled by the book sale committee. Second, Mr. Plantenga reported the Friend's plan to hold 3 single day children's book sales during each month of the spring. One sale a month will be held at a TCPL branch.

There was no **Old Business**.

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

Under the heading of **Other Business**, President Bultinck requested a motion to suspend the regular meeting. At 7:17 p.m., Mrs. Grover moved to suspend the regular meeting and convene the Board of Finance to consider financial matters and routines for 2023. Mrs. Springer seconded the motion and it passed. The first item of business was to elect a President and Secretary of the Board of Finance. It was suggested Board President Stephen Bultinck and Board Secretary Mida Grover serve as officers of the Board of Finance. Mrs. Springer moved to nominate and elect by consensus Stephen Bultinck as President and Mida Grover as Secretary of the Board of Finance. Board Treasurer Kay Walton provided a second and the motion passed. Regarding the TCPL Investment Policy, Board member Connie Harper moved to reaffirm the Investment Policy of the Tippecanoe County Public Library. Mrs. Grover seconded the motion and it passed. The County Librarian informed the Board of the local banks which served as depositories in 2022. Mrs. Springer moved to designate the following banks as depositories for library funds in 2023: Old National Bank and First Merchants Bank. Mrs. Harper provided a second and the motion passed. Mrs. Harper moved that the Lafayette Journal & Courier be approved as designated newspaper to publish TCPL's legal advertisements in 2023. Mrs. Walton seconded the motion and it passed. Mrs. Grover moved to approve the request for advance tax draws from the County Auditor for the 2023 fiscal year. Mrs. Springer provided a second and the motion passed. At 7:27 p.m., Mrs. Walton moved to adjourn the Board of Finance meeting. Mrs. Grover seconded the motion and it passed. Mr. Bultinck reconvened the regular Board meeting.

Also, under **Other Business**, Mrs. Walton moved to approve the grand total of the claims listing presented by the County Librarian starting with the prewritten claims numbered 1068-1076 and the regular claims numbered 1-35. The prewritten claims were \$163,675.31 and the regular claims were \$91,029.99 for a grand total of \$254,705.30. Mrs. Grover seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items to share with the Board. He started by sharing numbers representing the door counts (visitor numbers) for Friday, December 23rd, a weather-related day that TCPL was open for business. The building total visitors were as follows: Downtown – 110, Klondike – 36, Wyandotte – 26, and Wea Prairie – 26. Mr. Holman mentioned Steve Berman, HR Coordinator, received 4 – 5 calls before 10:30 a.m. inquiring if TCPL buildings were open. Also, he shared that Star City News stopped into the downtown library and interviewed Neal Starkey to video a news story about available resources on a cold wintry day. Mr. Holman went on to speak about the audit of TCPL's 2019 and 2020 financial records and shared several factors of the audit:

1. The audit activity is finally complete.
2. The audit was outsourced by the State Board of Accounts to Crowe, LLP in July 2021.
3. It was delayed several times over the course of the past 18 months.

4. An exit conference was held on Wednesday, December 28, 2022 with attendees including temporary Finance Controller, Loretta Carter, Board Treasurer, Dave Lahr, and County Librarian, Jos N. Holman.
5. Representatives of Crowe led the discussion and indicated the final printed 18 – page report is forthcoming.
6. Two topics were highlighted for the findings of the audit. A) The handling of the investment account TCPL initiated with bond money for Wea Prairie. B) The beginning and ending balances of the bank account did not match the Annual Financial Reports submitted to the State Board of Accounts.
7. Neither topic was “materially relevant” to daily operations and internal controls. Both topics however, need adjustments to beginning cash balances for 2021 and 2022 so future audits are not affected by the same two findings.
8. Crowe representatives committed to working with TCPL in January 2023 to review these adjustments.

Finally, Mr. Holman indicated TCPL will hold its annual Dr. Martin Luther King, Jr. program on Monday, January 16 at 11:00 a.m. This year’s main address will be presented by Jean A. Wright, a retired nurse practitioner who works part-time with the Lafayette School system. Mrs. Wright is also a member of the Wright family who have long standing ties in Lafayette. Refreshments will be served after the program.

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

Related to **Comments from the Board**, the County Librarian was asked for an update on the downtown renovation project. Mr. Holman mentioned the contract was in the process of being signed and revised drawings reflecting the changes in the scope of work are being done by architectural firm Cordogan Clark. Also, Mrs. Grover indicated the Personnel Committee scheduled a meeting to meet with Divisional Librarian, Marlene Darnell. Next, there was general discussion about the format of the Board meeting agenda with “recommended actions” and that this approach was helpful. Mr. Holman indicated he would continue using the approach with future agendas. Finally, there were a few broad statements about the upcoming presentations by the County Librarian listed in his report.

Mrs. Grover moved to adjourn the regular Board meeting at 7:58 p.m. Mrs. Springer seconded the motion and it carried.

Mida Grover, Secretary

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