

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
February 7, 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, February 2, 2023 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
Terry Ashlock, Member
Mary Springer, Member

ABSENT:

GUESTS

Harry Mohler, Architect
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 Treasurer, Kay Walton led the Board in reciting the Pledge of Allegiance.

As the meeting began, President Bultinck welcomed new Board member, Terry Ashlock and asked all Board members to introduce themselves. After introductions, Board Secretary Mida Grover moved the **Board Minutes** of January 3rd, 2023 be approved as presented. Board member Connie Harper provided a second to the motion. There was a bit of discussion resulting in a couple of corrections to the minutes. President Bultinck called the question and the motion passed with the corrections.

Mrs. Grover moved to approve the February 7th, 2023 **Personnel Actions**. Mrs. Walton seconded the motion and it passed unanimously.

Steve Berman, HR Coordinator, gave a report on current staffing activities. He indicated since the last Board meeting, and the December holiday season, the library has seen an increase in employment applications. Staffing activities have resumed in kind with interviews being conducted for Circulation Clerk II, Youth Librarian and Circulation Leader positions. Mr. Berman also commented on interviews that are scheduled and job offers accepted. The Board had a question about how many positions were presently open followed by a few comments.

No **Committee Reports** were presented.

Under the heading of **Other Reports**, the County Librarian updated the Board on the Action Plan (**AP**) of TCPL's Strategic Plan adopted in 2021. Mr. Holman explained how the **AP** was formatted and that TCPL's Management Team reviewed its progress on the **AP** during the 2022 calendar year. Using the overhead projector, Mr. Holman commented on selected sections of the **AP** and specific library staff activities and achievements associated with those sections. Several tasks for last year were moved to this year. Mr. Holman reminded the Board of its responsibility for one of the tasks on the **AP**. Board members made several comments and asked for clarification on a few items. Comments were made about the annual sale of native plants in Tippecanoe County and the opportunity to "grow local" led by Margy Deverall. A question was asked about TCPL having a "library of things" as part of its materials collection. No action was needed on the **AP**. Mr. Holman indicated another update would occur during 2023. Also, under **Other Reports**, the County Librarian shared detailed background information on the fiscal year 2019 and 2020 audits in preparation for a meeting with the State Board of Accounts. Mr. Holman spoke on several topics starting with the investment of the bond money received in 2018 and how it was recorded. He went on to talk about the implementation of new accounting software in February 2021 and the beginning and year end balances reported on the online Gateway Annual Financial Report. Mr. Holman indicated that for fiscal years 2021 and 2022, monthly reports were uploaded to Gateway and that corrections were made to track TCPL investment accounts and keep them properly tied to the appropriate fund. There was a brief discussion about the topic and a few questions but overall there was consensus it was a good presentation with worthwhile information.

Friends President, Jim Plantenga had to leave the meeting but briefly reminded the Board of the upcoming book sale on March 3-5 at the Tippecanoe County Fairgrounds.

There was no **Old Business**.

Under the heading of **New Business**, the Board considered the February 2023 Surplus List put together by Divisional Librarian of Technology and Support Services, Neal Starkey. The list consisted of items no longer needed for the operation of TCPL including equipment associated with the antiquated analog telephone system as a result of TCPL's conversion to VOIP (Voice Over Internet Protocol). As usual, the list includes older computers and computer related items. A detailed listing was included with the Board packet. Mrs. Grover moved to approve the February 2023 Surplus List as presented. Board member Mary Springer seconded the motion. The motion passed. Next, the Board considered a Leave of Absence Request from a full-time TCPL employee. The County Librarian explained this type of leave is usually requested once a staff member has exhausted all other avenues for time away from duties and position. He shared the Leave of Absence policy which indicated any period of time beyond two weeks must be approved by the Board. Mrs. Grover moved the Board grant a six month leave of absence to Outreach Driver, Dave Huston. Mrs. Harper provided a second to the motion and it passed.

Under the heading of **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 35-37 and the regular claims numbered 58-121. The prewritten claims

were \$585,316.19 and the regular claims were \$159,888.12 for a grand total of \$745,204.31. Mrs. Springer 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 indicated the Tippecanoe County Council appointed new Board member Terry Ashlock to replace outgoing Board member Dave Lahr. Mr. Ashlock retired from Purdue after a career as a coordinator in Purdue's building and facilities activities. He lives nearest the Klondike Branch area and regularly volunteers with the Friends of TCPL. Mr. Holman referred to the list of Board members contact information included in the Board packet and asked Board members to inform him of any needed corrections or changes. He went on to mention TCPL's annual Family Read Aloud program, held each February, is being coordinated by Youth Librarian Cara Ringle. The theme this year is "*Get Lost in a Book*" with three special presenters scheduled on Saturdays throughout the month. Family Read Aloud encourages families to spend time reading out loud together and keeping track of the amount of time spent. Prizes will be given with the final prize being a tote bag for participants who complete eight hours. The activity is funded by Purdue Federal Credit Union and the Friends of TCPL. Finally, Mr. Holman updated the Board on TCPL's downtown renovation project which is scheduled to start on February 20th. In early February, a preconstruction meeting was held with representatives of Kettelhut, Mattcon and Cordogan Clark. The meeting reviewed various logistics of the beginning phase of the construction including administrative processes, staging areas for Mattcon, approaches to the first two areas of the project and a timeline for the project. A temporary wall will separate the demolition and construction work from daily library operations. TCPL customers will continue to have access to other parts of the building. On February 9th and 10th, Hallett Movers from Chicago will combine the adult nonfiction shelving into the north side of the building. A temporary wall will likely stay in place six months or so and create limited access to the collection. There will be several adjustments for TCPL staff and the public over the next 18 months. Following the report, two Board members commented on the media coverage of the annual Dr. Martin Luther King, Jr. program held on January 16th. Mr. Holman commented it was well-attended with about 130 people in attendance and lots of interaction among attendees.

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

Under the heading of **Comments from the Board**, President Bultinck distributed the 2023 List of Board Committees representing appointees to each committee. For the first time, the document also included a summary charge for each committee. The charge was written by the County Librarian and is not formally included in the bylaws of TCPL's Board of Trustees.

Mrs. Grover moved to adjourn the regular Board meeting at 8:17 p.m. Mrs. Walton seconded the motion and it carried.

Mida Grover, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.