

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 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, March 2, 2023 in conformity with the Indiana Open Meeting Act.

PRESENT:

Stephen Bultinck, President
Grant Fischer, Vice-President
Kay Walton, Treasurer
Connie Harper, Member
Terry Ashlock, Member
Mary Springer, Member

ABSENT:

Mida Grover, Secretary

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 7:01 p.m. A quorum was declared to conduct business for the library.

Board member, Terry Ashlock led the Board in reciting the Pledge of Allegiance.

Board member Mary Springer moved the **Board Minutes** of February 7th, 2023 be approved as presented. Board Vice President Grant Fischer provided a second for the motion. President Bultinck called the question and the motion passed with the corrections.

Mrs. Springer moved to approve the March 7th, 2023 **Personnel Actions**. Board member Connie Harper seconded the motion and it passed unanimously.

Steve Berman, HR Coordinator, reported that one of the larger human resource annual tasks was completed in February. He explained that the task was the filing of 1095 tax forms with the IRS and also distributing the forms to health care eligible employees from the 2022 calendar year. Mr. Berman described what information was on the 1095 forms. There were a few questions and comments from the Board. Next, Mr. Berman gave a report on current staffing activities. He indicated that that a Part time and Full time Circulation Leader were starting this week and over the next four weeks it was anticipated that three Librarians and two Branch Assistants would be hired. Mr. Berman then indicated that interviews were recently conducted for Automation System Analyst. There was a question about open positions and status of filling the Finance Controller position. Mr. Berman responded that if all staffing went as expected, there would be about 5 vacant positions yet to be filled. The five positions were comprised of Department Heads and Circulation Clerk IIs. Lastly, Mr. Berman gave a brief update on the status of filling the Finance Controller position.

Under the heading of **Committee Reports**, Mrs. Springer reported for the Personnel Committee. Mrs. Springer indicated several revised Personnel Code policies were approved by the Management Team and received from Divisional Librarian, Marlene Darnell. These policies are being presented for Board consideration and approval. Though Board action was anticipated under **New Business**, each policy was individually considered for action within the Personnel committee report. Mrs. Springer began to summarize each policy starting with the revised **Continuing Education and Training** policy. After the summary, President Bultinck accepted the committee's motion to approve the revised policy. Mr. Ashlock provided a second to the motion and it was approved. Next, Mrs. Springer presented a summarization of the revised **Mileage** policy. Accepting the committee's motion to approve, President Bultinck asked if there was a second to the motion. Mrs. Harper seconded the motion and the motion passed. Mrs. Springer continued with a summarization of the revised **Paychecks/Pay Periods** policy. After discussion and comments on the policy, a minor modification and edit was made to the policy and the committee recommended approval. Board Treasurer Kay Walton seconded the motion and the motion passed. Mrs. Springer continued with a summarization of the revised **Personal Communication** policy. After a brief discussion, Mrs. Springer made the committee motion to approve the policy. Mr. Ashlock provided a second to the motion and the motion passed. Next, Mrs. Springer summarized the revised **Recording Worked Hours** policy. Board discussion ensued with an edit and additional language added to the policy. With consensus reached, President Bultinck accepted the committee's recommendation to approve the policy. Mrs. Harper provided a second to the motion and the motion was approved. Next, the revised **Unanticipated Closings** policy was presented by Mrs. Springer who also made the committee motion to approve. Mr. Ashlock seconded the motion and the motion passed. Finally, Mrs. Springer presented the revised **Funeral Services Leave** policy and summarized its contents. After several comments and discussion among Board members along with comments from the HR Coordinator Steve Berman and the County Librarian, Mrs. Harper moved to table the Funeral Services Leave policy. Mr. Fischer provided a second. The motion passed. The Personnel Committee was charged to bring recommendations to the next Board meeting for changes to the policy.

Under **Other Reports**, Friends President, Jim Plantenga reported for the Friends of TCPL. Mr. Plantenga shared highlights about the recent book sale held at the Tippecanoe County Fairgrounds. He mentioned it was a successful sale despite the "rainy start" with Friday night's weather. The Friends took in over \$8,100 with about 280 boxes of books. There was good attendance over the entire weekend of the sale. The Friends will hold another sale at the fairgrounds in September 2023. Finally, Mr. Plantenga noted the Annual Meeting of the Friends of TCPL will be held March 17 at 6:30 p.m. during which new officers and board members will be elected. Also, under the heading of **Other Reports**, the County Librarian gave a brief summary of activities associated with the downtown renovation project. Mr. Holman spoke about the progress made with the temporary wall separating the construction side from the operational side of the library. He also mentioned the timeline for the project and several operational adjustments being made as construction continues. Overall it has been a smooth start to the construction activity.

Under the heading of **Old Business**, the Board considered the lease renewal for MatchBOX after tabling the item in the fall of 2022. Lafayette city officials notified TCPL

of their intent to exercise the option to renew the lease for another five years and continue co-working activities in the Stein Family Building. Attorney Bob Bauman reviewed the official document and did not share any concerns about the lease. Mrs. Springer moved to renew the five-year lease with the Lafayette Urban Enterprise Association (LUEA). Mrs. Walton seconded the motion and the motion passed.

Under the heading of **New Business**, the County Librarian shared background information related to Outstanding Check Warrants. Mr. Holman indicated Indiana Code IC 5-1-10.5-5 gives TCPL the authority to compose a list of outstanding check warrants that can be voided and the dollar amounts added back into the fund the check was written against. There is only one check on the list. Mrs. Springer moved to approve the list of Outstanding Check Warrants as presented. Mrs. Harper provided a second and the motion passed. Also, under **New Business**, President Bultinck introduced the Escrow Agreement for Mattcon as general contractor for the downtown renovation project. He mentioned this is a standard activity when TCPL receives invoices from Mattcon. Once received, a portion of each payment is put into an escrow account and held as retainage until the punch list for the project is completed. To this end, Mattcon does not receive 100 percent of the payment as submitted. Mattcon selected First Merchants as the bank for the escrow account and sent an agreement to TCPL. TCPL's attorney reviewed the document and gave his approval. Mr. Ashlock moved to approve the Escrow Agreement as presented. Mrs. Springer seconded the motion and the motion 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 122-147 and the regular claims numbered 148-194. The prewritten claims were \$307,402.79 and the regular claims were \$187,273.95 for a grand total of \$494,676.74. 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 reported the Family Read Aloud program coordinated by Youth Librarian Cara Ringle went fairly well. He mentioned that for the first time a branch library registered more participants than the downtown library with 117 at Wyandotte, 98 at Downtown, 66 at Wea Prairie and 59 at Klondike. Mr. Holman indicated all of the special programs held at the downtown library had great attendance and positive comments. Overall there was a 47% completion rate for participants of the program. Mr. Holman went on to share the new Community Outreach Vehicle had its first community appearance on Thursday, March 2nd at Vinton Elementary School. Staff attended the school's Family Fun Night using the new vehicle with a "pop-up" collection. Divisional Librarian Neal Starkey drove the vehicle and Wea Prairie Branch Leader Maxine Williams also staffed the event. Finally, Mr. Holman pointed out since Marlene Darnell was promoted to Divisional Librarian of Programs and Services, Youth Librarian, Cara Ringle was appointed interim Branch Manager at the Wea Prairie Branch. Cara's previous work experience includes being Director of the Benton County Library and Children's Services Coordinator at the Monticello Public Library. It is anticipated Cara will serve as interim for a minimum 3 months.

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

Under the heading of **Comments from the Board**, President Bultinck suggested the Board consider rotating upcoming meetings to each of the TCPL branches while the downtown renovation project takes place. He indicated a couple of positive aspects of assembling at a branch location. Several Board members agreed that this was a good idea. The County Librarian was tasked with checking on meeting room availability at each TCPL branch and informing the Board.

Mrs. Springer moved to adjourn the regular Board meeting at 8:14 p.m. Mr. Fischer seconded the motion and it carried.

Grant Fischer, Vice President

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