

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
April 4, 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 30, 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

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 7:03 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.

Mrs. Harper moved the **Board Minutes** of March 7th, 2023 be approved as presented. Board member Terry Ashlock provided a second and the motion passed.

Board Secretary Mida Grover moved to approve the April 4th, 2023 **Personnel Actions**. Board member Mary Springer seconded the motion and it passed unanimously.

Steve Berman, HR Coordinator, gave a brief staffing update to the Board. Mr. Berman reported there was a candidate in the background check stage of the hiring process regarding the full time Automation System Analyst position. Mr. Berman then commented on the status of the Finance Controller position. There were some questions and discussion about the quality and quantity of Finance Controller applications. He also mentioned there were five other vacancies comprised of three Department Head and two Circulation Clerk II positions.

Under the heading of **Committee Reports**, Mrs. Harper reported for the Personnel Committee. Mrs. Harper indicated the committee met to specifically discuss the Funeral Services Leave policy and the refinement of a definition of "family members." The committee considered various relationships to include in the definition and how the policy might be applied. After the report, the Board discussed the importance to clarify what relationships should be in the policy and that the number of days should be based on the relationship to the staff member. The committee was asked to identify anyone

outside of the immediate family that would be included in the policy and to make a couple of final edits. The committee will bring a revised policy to the May Board meeting.

Under the heading of **Other Reports**, Friends President, Jim Plantenga reported for the Friends of TCPL. Mr. Plantenga stated there were 28-30 Friends members at the Friends Annual Meeting which took place on March 17th in the McAllister Meeting Room. He mentioned new board members, along with one new board officer, was elected. Suzanne Cunningham will become the new Friends board secretary, replacing Jan Young who served several terms as Secretary. Those serving in the office of President, Vice President and Treasurer will continue in their roles for the upcoming year. Mr. Plantenga went on to comment on the recent Friends children's book sale held at the Klondike Branch. The sale occurred from 10:30 a.m. to 4:00 p.m. with about \$800 in sales. The sale started with 144 boxes of books and ended with 45-50 boxes remaining at the end of the sale. Future book sales include a children's book sale on May 6th at the Wea Prairie Branch, at the Wyandotte Branch in August and at the County Fairgrounds in September.

Also, under the heading of **Other Reports**, the County Librarian presented an update on the downtown renovation project. He mentioned several specifics regarding key milestones in the timeline of the first phase of the project, information shared in the bi-weekly meeting and recent accomplishments of individual construction trades. He stated August 1st is the target date to complete the first phase of the project. Mr. Holman went on to share information from the annual report submitted to the Indiana State Library on March 1st. The ISL report totals 29-pages that are inclusive of topics on programming and services, revenues and expenditures, staffing, technology and collection. Using the ISL website, Mr. Holman displayed the format of the report and highlighted TCPL details in several categories. He also provided an Excel spreadsheet with a sampling of statistics comparative to recent years so the Board could have insight into TCPL operations on a multi-year basis. Mr. Holman stated he would email the Excel document to the full Board.

Under the heading of **Old Business**, based on the Personnel Committee report, the Board did not take any action on the Funeral Services Leave Policy.

There was no **New Business**.

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 196-226 and the regular claims numbered 227-267. The prewritten claims were \$411,510.13 and the regular claims were \$159,080.33 for a grand total of \$570,590.46. Mrs. Grover seconded the motion and it passed. Mrs. Springer inquired about the report normally presented to the Board on TCPL monthly financials. The County Librarian indicated the original report was password protected, but he would send a facsimile of the financial report to the Board.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several items from his report. He stated TCPL renewed its annual institutional membership with the Indiana Library Federation (ILF). The membership makes each member of the Board of Trustees a member of ILF and also allows for discounts for

several ILF activities. The \$2,967.09 renewal cost was paid for by the Friends of TCPL. Mr. Holman updated the Board on a couple of facilities related items. He noted the women's and men's public restrooms in the downtown library had several issues during the month of March. Two different plumbers were called in to work on sewer blockages that created standing water. Ultimately, a company from Monticello, that specialized in underground drains was able to resolve the issue. The resolution included breaking up and replacing concrete under the covered walkway and installing a new cleanout. Mr. Holman went on to report the monument sign at Wyandotte was vandalized again and is missing a few letters. The County Librarian has been in touch with the company who previously repaired the sign. The company intends to recommend alternative types of signs that are less prone to vandalism. The final facilities update related to the name plates on the benches positioned around the *Stories on the Prairie* at the Wea Prairie Branch. The name plates have been replaced with new plates that indicate the connection the individual, who was honored, has with TCPL. Honorees include Jane Rutledge and Larry French, Friends Volunteers, Amy Paget, Assistant County Librarian and Dinah McClure, Board Member. Finally, Mr. Holman indicated as a library system, TCPL is planning several programs to celebrate National Library Week (NLW) APRIL 23-29. Each location will host a program and there will be a giveaway item for library visitors. Prior to NLW, to celebrate Jazz Appreciation Month, a jazz trio band will perform on Saturday, April 8th at 11:00a.m. The band is local and its name is "a gauche."

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

Under the heading of **Comments from the Board**, Mrs. Springer positively commented on the quality of the Express Edition and asked about TCPL going back to a full newsletter. Mr. Holman indicated there will be a summer issue of the Pocket Edition.

Mrs. Grover moved to adjourn the regular Board meeting at 7:55 p.m. Mrs. Springer 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.