

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**July 5, 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, June 29, 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**

Suzanne Cunningham, Secretary, 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 7:00 p.m. The meeting was held at the Klondike Branch of TCPL. 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 June 6<sup>th</sup>, 2023 be approved as presented. Board member Connie Harper provided a second for the motion. The motion passed.

Steve Berman, HR Coordinator, briefly reported on human resources matters as a staffing update. Mr. Berman described, since last month's report, we presently have a Branch Assistant candidate in the background check phase of the hiring process. There were a couple of questions from the Board that were addressed.

There were no **Personnel Actions** for the Board to act on.

Under the heading of **Committee Reports**, committee member Mrs. Springer reported for the Personnel Committee. She stated the committee reviewed three more policies from TCPL's Personnel Code. Mr. Ashlock asked about the process for the committee's work on the revised policies. Mrs. Springer shared the process with the concluding statement explaining policies are submitted by the Management Team to the Personnel Committee. The Personnel Committee recommended approval of two policies and the removal of one policy being presented tonight. Mrs. Springer presented each policy individually. Mr. Ashlock moved to approve the revised *Resignation* policy. Board Vice-President Grant Fischer provided a second. The motion passed. Mr. Fischer moved to approve the revised *Transfer and Promotion* policy. Mr. Ashlock seconded the motion

and the motion passed unanimously. Mrs. Springer moved on to comment on the removal of the *Appointment* policy. Mr. Ashlock moved to delete the *Appointment* policy from TCPL's Personnel Code. Mr. Fischer provided a second. The motion passed.

Under the heading of **Other Reports**, Friends Secretary, Suzanne Cunningham reported for the Friends of TCPL. Friends President Jim Plantenga was unable to be present. Mrs. Cunningham mentioned the Friends have about 450 boxes of books ready for their September 15-17 book sale at the Tippecanoe County Fairgrounds. She also noted there would be a book sale of children's books at the Wyandotte Branch on Saturday, August 26<sup>th</sup>. Mrs. Cunningham reported the Friends online sale of items is doing very well. A bit of discussion ensued with Board members asking questions and several explanatory statements from Mrs. Cunningham. The Board thanked the Friends on the work they do to support TCPL.

Also, under the heading of **Other Reports**, the County Librarian, using a document titled Budget Process and Outline, provided background and detail on the process to adopt budgets for the 2024 fiscal year. He reminded the Board of key dates and how they aligned with the Board's scheduled monthly meetings. No action was required for this agenda item. Finally, under the heading of **Other Reports**, the County Librarian gave an update on the downtown renovation project. Mr. Holman shared information about the progress of the project including recently completed tasks with the work. He also talked about the anticipated work over the next month culminating in the new Circulation area being open for use by the public. Mr. Holman shared several future challenges associated with the next major phase of the renovation. These challenges include the real possibility of the TCPL administrative offices and staff moving offsite during this phase of the project. Several ideas were shared about vacant commercial real estate for potential options regarding this specific challenge. Mr. Holman indicated he would continue to seek the best option for the administrative work that must be accomplished. The report was received by the Board with no action required.

Under the heading of **Old Business**, President Bultinck updated the Board on his interactions with the Indiana State Board of Accounts (SBOA). He indicated a recently received email from the SBOA representative gave approval for TCPL to respond to the SBOA requests by September 30, 2023. Mr. Bultinck is also still in communication with the local CPA firm, Reed and Company, to work with TCPL on the reconciliation of the financial records. He will continue to keep the Board updated on this activity.

There was no **New Business** for the Board to consider.

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 426-453 and the regular claims numbered 454-511. The prewritten claims were \$650,416.71 and the regular claims were \$363,845.41 for a grand total of \$1,014,262.12. Mrs. Springer seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted from his report. Working with Express Personnel, TCPL hired Kathy Batz as a part-time bookkeeper to learn the job of Finance Controller. Kathy has varying bookkeeping experiences including keeping the books for a small business owner since 2011. Also,

she kept books for a local church, a lumber company, and has eleven plus years using QuickBooks. Kathy works 3-4 hours most mornings. She already trained with AVC staff learning the basics about claim vouchers and receipts. AVC personnel have been very responsive to questions and inquiries from Kathy. Next, the County Librarian reported a change occurred in the final pricing agreement between Cordogan Clark (Keystone Architecture) and TCPL. In the initial discussions and design of the project, the architect's 6% fee was based on the estimated project of \$5.5 million dollars. With the project coming in closer to \$6 million dollars, Cordogan Clark recently billed TCPL for an additional \$57,000. TCPL's attorney was asked to review the contract language and determine TCPL's liability for the increased cost. Based on Bob Bauman's review of the contract, the higher amount is justified and must be paid. The billing will occur during the rest of the project and will be labeled as "construction cost adjustment". Earlier in the meeting, Mr. Holman responded to Mrs. Springer regarding the basement flooding issues in the Stein Building. Mr. Holman gave an update of the situation and indicated it was resolved at this time. There is an ongoing effort to determine what caused the initial problem as there are several factors related to underground drainage and sewer pipes that must be explored.

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

Under the heading of **Comments from the Board**, President Bultinck shared a couple of thoughts he had regarding TCPL financial reports routinely presented to the Board. He suggested the Board might consider if there are additional documents that might help in having a comprehensive view of TCPL's financial picture. Parallel to this, he suggested that after looking at TCPL's bylaws, the possibility of changing the Board's meeting date might aid in completing additional financial reports. There was limited discussion on both topics with no action taken by the Board.

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

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Mida Grover, Secretary

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