

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
August 1, 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, July 27, 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

Scott Irvine, Vice 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 7:00 p.m. A quorum was declared to conduct business for the library.

President Bultinck led the Board in reciting the Pledge of Allegiance.

Board member Mary Springer moved the **Board Minutes** of July 5th, 2023 be approved as presented. Board member Terry Ashlock provided a second to the motion. The motion passed.

For the HR Report, Steve Berman, HR Coordinator, gave a brief staffing update to the Board. Mr. Berman reported a Branch Assistant started this morning at Klondike and interviews for the Wea Prairie and Klondike Branch Leader positions recently took place. He announced vacant positions which included the Klondike Branch Manager, Wea Prairie Branch Manager, Clerk II at the Downtown Library and Klondike Shelver positions.

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

Under the heading of **Committee Reports**, Board Treasurer Kay Walton reported for the Finance committee. Mrs. Walton reported the committee met the previous week and looked at preliminary numbers for the 2024 Operating budget. It appears TCPL's tax rate will remain flat based on the increase in the library district's assessed value. Reporting as Foundation Liaison, President Bultinck mentioned the Foundation board of directors met last week. The Foundation's investments are doing very good as the market continues to trend upward. Mr. Bultinck informed the Foundation members that TCPL will make a formal request for a gift to the downtown renovation project in the near future. He also updated the Foundation on the ongoing work with the State Board of Accounts as it relates to TCPL's financial records. Finally, under **Committee Reports**,

Mrs. Springer reported for the Personnel committee. She stated the committee reviewed several more policies from TCPL's Personnel Code. Mrs. Springer presented each policy individually. First, Mrs. Springer presented the recommendation to eliminate the *Personal Book Order* policy as it is no longer being used. Mr. Ashlock provided a motion to delete the policy as recommended. Mrs. Walton seconded the motion. The motion passed. Next was the *Certification* policy with just a minor revision. Mrs. Walton moved to approve the revised policy. Board member Connie Harper provided a second to the motion and it passed. Proceeding along, Mr. Ashlock moved to approve the revised *Payroll Deduction* policy which was simplified. Mrs. Walton provided a second. The motion passed. Finally, Mr. Ashlock moved to approve the revised *INPRS* policy with just a few changes in language. Mrs. Harper seconded the motion and the motion passed unanimously.

Under the heading of **Other Reports**, Friends Vice-President Scott Irvine shared an update on the activities of the Friends of TCPL. Mr. Irvine reported August 15th is the next day the Friends will accept donations of books, puzzles, DVD's, etc. for future book sales. The donations are accepted at TCPL's storage building off Alabama Street. The Friends are planning a children's book sale for Saturday, August 26th at the Wyandotte Branch. The sale will start at 10:30 a.m. and end at 4:00 p.m. The next Friends general book sale will take place at the Tippecanoe County Fairgrounds on September 15-17 in the west wing of the main coliseum.

Also, under the heading of **Other Reports**, the County Librarian, provided background on a recent Indiana State Library legal clarification about service animals in public buildings. The definition of service animals is very limited and a bit different than previously applied. Board members thoroughly discussed the topic sharing comments, asking questions and making suggestions. The County Librarian stated specific guidelines would be given to staff and signage displayed for library customers before full implementation of the new guidelines. No action was taken on the topic.

There was no **Old Business**. President Bultinck took a moment to share that Reed and Company planned to begin their financial records review this October. It is the earliest available time based on their workload. He stated this timeline was agreeable to the Indiana State Board of Accounts (SBOA).

There was no **New Business** for the Board to consider. President Bultinck indicated he was notified by another Board member about a spam message using his email address as President of TCPL's Board. He encouraged Board members to ignore these messages.

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 512-541 and the regular claims numbered 542-606. The prewritten claims were \$326,464.07 and the regular claims were \$470,829.81 for a grand total of \$797,293.88. Board Vice President Grant Fischer seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted two items from his report. He mentioned the City of Lafayette Parking Commission held a hearing on Monday, July 17 to consider implementing a handicapped parking spot on

17th S. Sixth Street at the end of the curb farthest north at South Street. This spot would be north of the entrance for the TCPL's Technical Services department. TCPL was notified as the owner of the building. At the hearing, the County Librarian voiced opposition to the change of restricted parking based on TCPL receiving daily UPS deliveries of multiple boxes. Without previously considering any alternative solutions, the Commission determined an option that was acceptable to TCPL and MatchBOX staff who was present. The Commission moved to act on the alternative solution. Mr. Holman went on to provide a building update regarding the minor roofing leak on the parking lot side of the building. The leak appeared to be near the dormer on the south side of the building where the new interior work is being completed. The water came into the building, traveled down a steel beam and dripped to the floor. Hinshaw Roofing came out and addressed the leak by making two repairs that seem to be holding. TCPL will learn more after the next big rain. Finally, Mr. Holman indicated the transition to the next phase of the renovation project will happen later during the week. He also pointed out the "renovation timeline" referenced in the County Librarian's Report. This document assists in gaining a clearer picture of all the phases and planned transitions for TCPL.

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

Under the heading of **Comments from the Board**, Mrs. Springer commented on the quarterly department head reports. She mentioned she was appreciative of the operational data contained in the report and that facilities-based activities were included in one of the reports. She suggested it might be good to include facilities information in more reports. She thanked the department heads for their reports. Also, under **Comments from the Board**, President Bultinck shared his observations on the status of the 2023 Operating budget. He mentioned that with seven months of expenditures TCPL is under budget with only 49% of the budget spent thus far this fiscal year.

Mr. Holman reminded the Board, that following adjournment of the meeting, he is giving a tour of the renovated improvements and changes in the CIRC area. Mrs. Springer moved to adjourn the regular Board meeting at 7:40 p.m. Mrs. Walton seconded the motion and it carried.

Grant Fischer, Vice President

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.