

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 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, August 31, 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 7:01 p.m. A quorum was declared to conduct business for the library.

Board Vice President Grant Fischer led the Board in reciting the Pledge of Allegiance.

Board member Mary Springer moved the **Board Minutes** of August 1st, 2023 be approved as presented. Mr. Fischer provided a second to the motion. The motion passed.

For the HR Report, Steve Berman, HR Coordinator, gave a staffing update to the Board. Mr. Berman reported a Part Time Leader position at Wea Prairie was filled by promotion. He went on to share a Branch Assistant candidate was going through TCPL's background check process. At Klondike, a candidate is in the background check process for Part Time Leader. Also, at Klondike, a new Branch Assistant is scheduled to start soon. Mr. Berman reported open positions include: one Shelver at Klondike, two Circulation Clerk IIs at Downtown and Branch Managers at Wea Prairie and Klondike. There were a few questions from the Board regarding employee recruitment and background checks.

President Bultinck requested Mr. Berman present the Covid Health Emergency Report that was listed on the agenda under **Other Reports**. Mr. Berman proceeded to summarize the key points on the topic and the recommendation to end the Tippecanoe County Public Library Pandemic/Covid 19 Plan. There was discussion and comments amongst the Board and the County Librarian. Board Treasurer Kay Walton made the motion to rescind the Tippecanoe County Public Library Pandemic/Covid Plan adopted in April 2021. Board Secretary Mida Grover provided a second to the motion. The motion passed.

Mrs. Grover moved to approve the September 5th, 2023 **Personnel Actions**. Board member Mary Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mrs. Springer reported for the Personnel committee. She stated the committee met and reviewed two recommended revised policies from TCPL's Personnel Code. Mrs. Springer presented each policy individually. First, she presented the *Jury Duty* policy. With very little discussion and the motion initiated from the committee, President Bultinck sought a second to the committee's recommendation. Board member Terry Ashlock seconded the motion. The motion passed. Mrs. Springer went on to present the revised *Problem Solving* policy. It was noted the accompanying procedure to the original policy is being eliminated with this revision. Board member Connie Harper provided a second to the committee's recommendation and the motion passed.

Under the heading of **Other Reports**, Friends President Jim Plantenga presented information related to Friends activities. He shared the recent book sale held at the Wyandotte Branch brought in just over \$1,000. Only children's books were included in the sale. Mr. Plantenga went on to remind the Board the next Friends book sale is scheduled for September 15 – 17 at the Tippecanoe County Fairgrounds. The sale will include both adult and children's books. Also, it will include items like puzzles and audiovisual materials. Mr. Plantenga indicated the Friends are appreciative of the Board for their ongoing support. The Board thanked the Friends for their work on behalf of TCPL.

At this point of the meeting, and prior to the discussion of the draft 2024 budgets, President Bultinck asked for a motion to temporarily suspend the regular meeting to hold the public hearing on the 2024 budgets. Mrs. Springer moved to suspend the meeting. Mrs. Grover seconded the motion and the motion passed. President Bultinck opened the public hearing. The County Librarian provided details regarding the draft 2024 Operating budget. Mr. Holman spoke about increases in several budget areas including salaries, furniture and equipment, and electronic subscriptions. There were a few questions and comments about the budget. Mr. Holman reminded the Board, changes could be made until the budget is officially adopted. President Bultinck asked for any public comments on the budget. With no members of the public present, Mrs. Harper moved to close the public hearing. Mrs. Grover provided a second and the motion passed.

President Bultinck reconvened the regular Board meeting. There was no **Old Business** to consider.

Under the heading of **New Business**, Mr. Holman presented background information related to a new monument sign as part of the downtown renovation project. Mr. Holman mentioned the anticipated location of the sign and indicated the Board needed to make a determination about what would be on the sign. He also handed out a mock-up of the sign as designed by the architect. The sign will look just like the sign at TCPL branches. After a bit of discussion, further deliberation about the sign and its contents was assigned to the Facilities committee. The committee will meet and bring a recommendation to the full Board.

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 607-642 and the regular claims numbered 643-697. The prewritten claims were \$326,842.98 and the regular claims were \$679,459.28 for a grand total of \$1,006,302.26. Mrs. Springer seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several items from his report. He started out by reporting that at the downtown library, TCPL initiated a self-service approach to items placed on hold by library customers. Using the new "greeters" desk, library customers will pick up their own holds from the curved shelving of this desk. Library materials will not be checked out, so once the customers retrieve the items, a self-check machine can be utilized or staff can check out the items for them. Items are shelved spine down with printed hold slips visible for patrons to locate their items. The slips were created with patron privacy in mind and consist of limited information that identifies the customer. Staff will assist the customers if there are any problems. Patrons picking up an interlibrary loan (ILL) must engage with staff at the Circulation Desk to receive their ILL items. Mr. Holman went on to provide a verbal update to the downtown renovation. He spoke about several items including mishaps regarding the lights in the Swezey Room and an issue with water damaged walls in the administrative area of the building. He also mentioned the concrete walls on the South Street side of the building will be torn down and rebuilt because of quality imperfections as well as inaccurate specifications. Overall the renovation is going well and is just 2-3 weeks behind schedule. The exterior site renovations will likely be done late October. Finally, Mr. Holman informed the Board that TCPL was alerted by a credit union in another state to an unusual situation with potential check fraud. He contacted a bank representative about TCPL's accounts and informed them of the situation. Mr. Holman reported the bank advised actions to the Board.

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

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Mrs. Grover moved to adjourn the regular Board meeting at 8:12 p.m. Mrs. Harper seconded the motion and it carried.

Mida Grover, Secretary

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