

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

**November 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, November 2, 2023 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Stephen Bultinck, President  
Grant Fischer, Vice-President  
Mida Grover, Secretary  
Connie Harper, Member  
Terry Ashlock, Member  
Mary Springer, Member

**ABSENT:**

Kay Walton, Treasurer

**GUESTS**

Jim Plantenga, President, Friends of TCPL  
Greg Helms, Kettelhut Construction, Inc.  
Steve Berman, HR Coordinator  
Jos N. Holman, County Librarian

President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:02 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 Secretary Mida Grover moved the **Board Minutes** of October 3<sup>rd</sup>, 2023 be approved as presented. Board member Mary Springer 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 described two branch assistants and one library assistant were anticipated to start work this week. He went on to share we anticipate holding interviews for a shelver at Klondike, and regarding other positions, candidates were in different stages of the hiring process. Lastly, Mr. Berman shared we were working to fill open positions to include Branch Managers, Youth Librarian, Circulation Clerk II and Circulation Leader.

Mrs. Grover moved to approve the November 7<sup>th</sup>, 2023 **Personnel Actions**. Mrs. Springer seconded the motion and it passed unanimously.

President Bultinck re-ordered the agenda and requested the topics under **“Other Reports”** be considered prior to **Committee Reports**. Subsequently, Greg Helms of Kettelhut Construction, Inc. provided an update on the progress of the downtown renovation activity. Mr. Helms indicated overall, the project is going well, and all parties are working well together, especially with the few challenges of the project. He highlighted the first three phases of the project indicating areas of progress and pointing out the project timeline is pretty much on schedule. Mr. Helms mentioned the Red Crown Mini-Museum site work, the steel arches on the north entrance and the interior of

the men's restroom are all near completion. He stated phase 5 and 6, the youth and digital media area and the south entrance area and women's restroom should both start as scheduled with the full project ending in late July, 2024. Finally, Mr. Helms reported the project is doing well from a cost standpoint with 80% of the contingency fund still intact. The past water damage in the administrative suites used some of the contingency, but the damage has been mediated and the area is in the process of being put back together.

Also, under the heading of **Other Reports**, Friends President, Jim Plantenga reported on the most recent Friends donation day held the third Saturday in October. The donation yielded five SAM's carts of materials that will be stored until the next Friends book sale in March 2024. No traditional holiday "gift quality" book sale will be held in December. Mr. Plantenga mentioned this is his last year on the Friends board and a new president will be elected at the March annual meeting. President Bultinck and other members of the Board positively commented on the success of the Friends and stated their appreciation of the Friend's support of library services and programs.

Under the heading of **Committee Reports**, Mrs. Springer reported the Facilities committee met with the County Librarian to discuss the layout and identification on the monument sign. Mrs. Springer shared two final options with a printed handout. The Board discussed and shared various perspectives on the two options. There was consensus to go with the lettering from option 1 with the plaque style from option 2. Mr. Ashlock moved to approve the layout and lettering of the sign as presented. Mrs. Springer seconded the motion. The motion passed. Also, under **Committee Reports**, Mrs. Grover reported for the Personnel committee. She indicated the committee met with the County Librarian to discuss the health insurance renewal with CIGNA Healthcare. Though there is a modest increase in the cost of the insurance, it was negotiated to just under 10%. The library will absorb the majority of the increased cost. The medical benefits remain the same with no substantive changes in either the hospitalization or drug costs. TCPL staff will start to use digital cards and will need to select a primary pharmacy. A document with background information was provided to help with the discussion. The committee's recommendation is to approve the renewal of the health insurance with CIGNA. President Bultinck stated with the committee's recommendation, a second is needed to vote on the motion. Mr. Ashlock provided a second to the motion. President Bultinck called the question and the motion passed. Finally, under **Committee Reports**, President Bultinck reported the Nominating committee is working on a slate of officers for 2024. He indicated the slate of officers will be presented at the December Board meeting.

Reporting as Foundation Liaison, President Bultinck mentioned the TCPL Foundation Board of Directors met the previous week and discussed several topics. The directors are reviewing the bylaws to consider expanding the membership of the Board of Directors. He also updated the Foundation on the joint work with Reed & Company to review TCPL's financial records for 2021 and 2022. Finally, Mr. Bultinck commented on an informal discussion centered on TCPL's request of a monetary gift to the downtown renovation project. He indicated TCPL will make a formal request after January 1, 2024.

Under the heading of **Old Business**, the Board held a brief discussion on the timing to request a gift from the TCPL Foundation for the downtown renovation project. It is still unclear about the estimated amount of dollars needed from the Foundation. There

was consensus to hold off making a formal request until after January 1, 2024, likely at the Foundation's January meeting.

With a full discussion and action on the Health Insurance Renewal conducted with the Personnel Committee report, there was no additional **New Business** to consider.

Under the heading of **Other Business**, Mrs. Springer moved to approve the grand total of the claims listing presented by the County Librarian starting with the prewritten claims numbered 776-808 and the regular claims numbered 809-870. The prewritten claims were \$339,003.60 and the regular claims were \$970,722.84 for a grand total of \$1,309,726.44. Board Vice-President Grant Fischer seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items from his report. He shared that Klondike Youth Librarian, Maddie Wenc presented 3-4 stories to five classrooms at Burnett Creek Elementary School interacting with a total of 135 attendees. Maddie reported the students seemed to like the picture book, *The Cool Bean* by Jory John the best. During the visit, staff made 51 library cards for the students. Mr. Holman went on to report TCPL recently applied for an "Impact Grant" with the Community Foundation of Greater Lafayette (CFGL). The grant for capital expenditures was initiated and written by Neal Starkey. TCPL's request focused on new furniture and study pods as a part of the downtown renovation project. Mr. Holman added that separately, TCPL recently received a \$30,000 gift from an individual donor who has been supportive of TCPL for several decades. The gift is restricted to the downtown renovation project and will be recognized to fund the redesigned entrance to the Youth Services area. Finally, Mr. Holman mentioned that eight TCPL staff members will attend the Indiana Library Federation Annual Conference November 12-14 in Indianapolis. Several staff will attend multiple days while some staff will attend just one day. TCPL's institutional membership along with "early bird" registrations, helped TCPL receive really good discounted registrations. A Board member commented on and congratulated the County Librarian on receiving a Community Service Award from a local group of Masons as noted in the report. Mr. Holman thanked the Board member for her comments.

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

Under **Comments from the Board**, Mrs. Springer spoke positively about the department head's written reports and how it helped the Board be better informed about what is going on at TCPL. She asked the County Librarian to share with department heads that they did a good job.

Mrs. Springer moved to adjourn the regular Board meeting at 8:13 p.m. Mrs. Harper seconded the motion and it carried.

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Mida Grover, Secretary

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