

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING
Tuesday, September 1st, 2020
McAllister Room B
627 South Street, Lafayette, Indiana, 7:00 pm
7:00 p.m. PUBLIC HEARING - 2020 Budgets

Call to order

Pledge of Allegiance

Approval of Minutes: August 4th, 2020

County Librarian's Report for September 2020

Approval of Personnel Actions September 1st, 2020

COMMITTEE REPORTS

Facilities

Finance

Personnel

Nominating

Foundation Liaison

Friends Liaison

OTHER REPORTS:

Friends of TCPL

TCPL Levy Rate

OLD BUSINESS:

NEW BUSINESS:

TCPL Background Check Policy

TCPL Fiscal Body

Automation Position

OTHER BUSINESS:

Approval of Claims

Comments from the Public

Comments from the Board

Comments from the Director

ADJOURNMENT

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

August 4, 2020

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 30, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, President
Stephen Bultinck, Vice-President
Mary Springer, Secretary
Dave Lahr, Treasurer
Mida Grover, Member
Brandon Hawkins, Member

ABSENT:

Lora Goonewardene, Member

GUESTS

Jim Plantenga, Friends President
Jos N. Holman, County Librarian

Board President Gail Summers chaired the regular Board meeting and called it to order at 7:05 p.m. A quorum was declared to conduct business for the library. President Summers directed Board Treasurer Dave Lahr to lead the Board in reciting the Pledge of Allegiance. He did so.

Board member Mida Grover moved the **Board Minutes** of July 7th, 2020 be approved as presented. Board Treasurer Dave Lahr provided a second. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on several activities associated with library operations. Mr. Holman mentioned TCPL implemented a "greeting station" approach with the July 15th reopening and abbreviated hours. When assigned, TCPL staff members share information and expectations about the reopening guidelines. Library customers without masks on are offered masks free of charge. Most customers are cooperating with the request to wear masks. Downtown Youth and Reference staff members primarily staffed the station, but other departments will participate in the assignment in the future. A bookmark was developed to share the guidelines and provide current operational hours including hours for Wea Prairie. Mr. Holman commented on the grand opening celebration of Wea Prairie. He thanked the Board members for their attendance and also thanked everyone whose efforts helped make the day a success. Mr. Holman indicated the activity was a real culmination of all the recent behind the scenes work and two years of background work to make Wea Prairie a reality. The grand opening went fairly well, especially given the uncontrollable weather. The excitement created many positive comments and immediate use. So far, staff created 79 new library cards and 113 replacement cards. There are a few challenges to work through, i.e. YA shelving, errors in some bibliographic records and public

internet access. These items should be resolved by mid-August. Custom Cuts Lawn Care has been contracted to mow the lawn for the summer. Slowly, progress is being made on the StoryWalk Trail. We are in the process of getting cost estimates for earthwork for the trail. Finally, Mr. Holman stated TCPL held its annual meeting to discuss the mid-year review of the staff health insurance program. CIGNA representative Michele Vachon met with Human Resource Coordinator Steve Berman, insurance broker Jim Gothard and the County Librarian. Though it has been a costly claim benefit year, it is anticipated TCPL's health insurance renewal will have a reasonable increase in the 2021 premium.

Mrs. Grover moved to approve the August 4th, 2020 **Personnel Actions**. Board Vice President Stephen Bultinck provided a second. The motion passed.

Under the heading of **Committee Reports**, Board Treasurer Dave Lahr reported for the Finance Committee. Mr. Lahr reported the committee met and reviewed the draft 2021 Operating budget. By showing comparative years and expenditures through June 30, Mr. Holman explained the format of the budget, percentage increases in specific budget lines, and explanatory reasons for other changes. Committee members made suggestions about what was presented and commented on incorrect calculations. Also, under the heading of **Committee Reports**, President Summers reported for the Ad Hoc Strategic Plan committee. She shared the committee met and reviewed the proposals on hand. Initially, there was consensus on a specific proposal, but the committee anticipated receiving one more proposal. Also, the committee directed the County Librarian to check references on the proposal and also to ask a couple of cost related questions. The top two proposals were included in the Board packet for full discussion. Each committee member summarized their thoughts on the proposals. The County Librarian shared the results of the reference checks. The full Board further discussed the costs, advantages, and best fit for TCPL and ranked their first and second choice. In lieu of taking action under the heading of Old Business, Mrs. Grover moved to approve the Standerfer Consulting proposal, give the County Librarian the authority to award the contract and to engage the second choice if Standerfer Consulting does not accept the offer. Mr. Bultinck provided a second to the motion and the motion passed.

Under the heading of **Other Reports**, President Jim Plantenga reported for the Friends of TCPL. Mr. Plantenga shared donations continue to be accepted with the process utilizing the back loading dock. The Friends were planning a children's book sale for Saturday, August 22nd, however limitations by the Tippecanoe County Health Department have raised several concerns. The Friends are no longer sure if the sale slated for the Alabama Street storage building parking lot will take place. The book sale committee will hold a meeting to finalize its decision on this activity.

Also under the heading of **Other Reports**, Mr. Holman presented his observations on the activities for the grand opening celebration at Wea Prairie. He also solicited feedback from the Board regarding the celebratory activity. Several Board members offered mostly positive comments about what took place. Overall, given the timing of the weather, the ribbon cutting activity was successful. Finally,

under the heading of **Other Reports**, Mr. Holman used the video projector to share the draft version of the 2021 Operating Budget. Mr. Holman made several explanatory comments and pointed out year-to-date expenditures are not at the usual levels in most categories. He indicated the draft budget does not take in the maximum levy for 2021 and also library spending this year is obviously different this year than last year. Finally, Mr. Holman highlighted the comparison of the total budget amount year to year.

The Strategic Plan discussion anticipated to be held under the heading of **Old Business** was completed with the committee report of the Ad Hoc Strategic Plan.

There was no **New Business** to consider.

Under the heading of **Other Business**, Mr. Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 29933 through 30017. The prewritten claims were \$209,782.68 and the regular claims were \$202,483.63 for a grand total of \$412,266.31. Mr. Bultinck seconded the motion. The motion passed.

Under **Comments from the Director**, Mr. Holman informed the Board of two future action items. Both action items are based on recent changes in state law. First, the Board will need to consider and adopt a policy related to criminal background checks. Second, the Board will need to consider and adopt a resolution designating its fiscal body, then forward the information to the Indiana State Library. Both topics are fairly straightforward and initially will be considered at the Board's September meeting.

Mrs. Grover moved to adjourn the regular Board meeting at 8:04 p.m. Mr. Lahr seconded the motion. The motion passed.

Steve Bultinck, 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.

County Librarian's Report

September 2020

1. TCPL continues to make adjustments to factors connected to providing programs, services and resources to library users. Starting Tuesday, September 8th, TCPL will modify its hours by eliminating the "senior and others at risk" hour. With mask wearing, local school openings and the calculated building capacity, it seems TCPL can accommodate use by all ages during the 10:00 a.m. hour. If there are unanticipated consequences of this decision, TCPL will reconsider it.
2. The first collaboration between the Wea Prairie Branch and Wea Prairie Elementary took place on Thursday, August 13th, 2020, when two TCPL staff members participated in a school sponsored event. The Wea Ridge Elementary "*Meet the Kindergarten Teacher*". Staff spoke to an estimated 75 kindergarten students and their families. Staff members were able to create ten library card accounts, replace five lost cards, and renewed several library accounts as well. We anticipate more opportunities for collaboration will occur in the future.
3. As we move toward September, TCPL is ramping up to have a low-key Library Card Sign-Up Month. As all TCPL locations issue new library cards during the month, customers who receive new cards will be offered "Wonder Woman" themed bookmarks and stickers associated with celebrating the month. Usually during this month, TCPL also provides free replacement library cards instead of charging the \$1 replacement fee.
4. Regarding Facilities, the Klondike Branch is experiencing an unusual circumstance as part of the exterior of the building is losing siding. On the building's north side, strong winds or aging materials are impacting the esthetic look of the building and it seems to be challenging to find a good solution. TCPL is seeking analytical observations and cost quotes from local building and repair experts with the needed expertise. More information will be shared when it is known. Also on a Facilities related topic, TCPL has finally received soap dispensers for the main men and women's public restrooms at Wea Prairie. These items were overlooked in the original construction activity as owner provided and contractor installed. It is great to have this issue resolved. Finally, regarding Facilities and also connected to Wea Prairie, there is an unusual development related to the erosion of soil at the southwest corner of the retention pond. Options for corrective action may be an expense to TCPL. Details will be shared at the Board meeting.
5. With the retirement of Alison Moss at the end of October 2019, TCPL's Reference department has been without a full-time supervisor. New Head Reference Librarian, Victoria (Tori) Tracy started work on August 24th and has been training with the County Librarian during her first week. Tori's professional library experience covers public and academic libraries and includes a stint as a library director at a small public library in Illinois. Also a new Library Assistant will start in the Reference department on Monday, August 31. Carissa Yonan is a Purdue graduate who has worked with rare manuscripts and is planning to enroll in a remote learning MLS program.
6. Plans are being made for TCPL Staff Day which will take place on Monday, October 12th. One of the key aspects of the morning activity will include engaging work with strategic plan consultant, Amanda Standefer. Likely, activities this year will be shortened to spend less hours together in a large group, but we will still provide lunch for staff.
7. The County Librarian is in the process of completing an application with the Indiana Bond Bank (IBB). If successful, the application for a direct loan from the IBB will go toward the funding of a new vehicle to conduct outreach services with the community. The loan will also help maintain TCPL's tax rate in its debt fund.
8. The County Librarian completed the first step in the 2021 budget process by submitting the Notice to Taxpayers of the estimated 2021 budgets and maximum levy for the Operating and BIRF funds. By submitting the notice to Taxpayers, TCPL is allowed to hold its "public hearing" on the 2021 budgets. Next, we finalize the budget for adoption at the October 6th Board meeting.