

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING
Tuesday, March 3rd, 2020
McAllister Room B
627 South Street, Lafayette, Indiana, 7:00 pm

Call to order

Pledge of Allegiance

Approval of Minutes: February 4th, 2020

County Librarian's Report for March 2020

Approval of Personnel Actions: March 3rd, 2020

COMMITTEE REPORTS

Facilities

Finance

Personnel

Nominating

Foundation Liaison

Friends Liaison

OTHER REPORTS:

Friends of TCPL

Wea Prairie Branch Designs

OLD BUSINESS:

NEW BUSINESS:

Outstanding Warrants

INPRS Rate for 2020

Full-Time Selector Positions

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

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

PRESENT:

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

ABSENT:

Lora Goonewardene, Member
Brandon Hawkins, Member

GUESTS

Harry Mohler, Local Architect
Jos N. Holman, County Librarian

President Gail Summers chaired the regular Board meeting and called it to order at 7:03 p.m. A quorum was declared to conduct business for the library.

Board member Mida Grover led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dave Lahr moved the **Board Minutes** of January 7th, 2020 be approved as presented. Board Vice President Stephen Bultinck provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on a few activities presently occurring. He mentioned TCPL received news it was named a beneficiary in the estate of Robert and Gloria Comingore. Mrs. Comingore was born in Lafayette, but spent most of her adult years in Oregon. In handling the affairs of the estate, a great nephew alerted TCPL of its beneficiary status with an account held at Bank of America. The bequeathed amount is estimated to be close to \$20,000 which could really be useful in putting the final touches on the Wea Prairie Branch. Mr. Holman briefly spoke about TCPL's annual Family Read Aloud program starting Tuesday, February 1, 2020 and ending February 29th. Several stand-alone programs are scheduled for each Saturday during the month. The program is co-sponsored by the Friends of TCPL and the Purdue Federal Credit Union. Finally, Mr. Holman updated the Board on the progress TCPL is making as it diligently works on converting the downtown library print and non-print materials into a RFID (Radio Frequency Identification) collection. With a target date of February 10, 2020 staff members are working very hard to meet the timeline. Two portable RFID stations with complete RFID equipment were rented to finalize this work. The goal to completely convert the downtown collection before the Wea Prairie Branch opens is obtainable. Board members commented on the great attendance of the Dr. Martin Luther King Jr. program held on January 21st and on the total amount of interest earned with TCPL's money market investment account. Also, after a brief discussion about the Board's response to the County Librarian's report, Mr. Bultinck moved to accept the County Librarian's report as presented. Board Secretary Mary Springer seconded the motion and the motion passed.

Mrs. Grover moved to approve the February 4th, 2020 **Personnel Actions**. Mr. Bultinck seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under the heading of **Other Reports**, no report was given for the Friends of TCPL. As liaison to the Friends of TCPL, Mrs. Grover shared the Friends formally acted to present TCPL with a \$40,000 gift to the Wea Prairie Branch. A portion of the money will be used for the Story Walk being planned for the land near the branch. The County Librarian showed a brief video of a Story Walk and how it functions. The Board reacted positively to the news and the Story Walk video.

Under the heading of **Old Business**, the Board reconsidered the draft of the **Naming Policy**. The Board previously discussed this policy, received a basic review from the library's attorney, and tabled the topic at the November 2019 meeting. The County Librarian presented the latest version of the policy with minor revisions based on the attorney's recommendations. After a brief discussion, and the County Librarian stating there is no rush to finalize the policy, the Board decided to adopt the policy. Mr. Bultinck moved to adopt the **Naming Policy** as a Board policy as presented. Mr. Lahr provided a second to the motion. The motion passed. Mr. Holman will share the policy with TCPL staff.

Under the heading of **New Business**, the County Librarian provided background information on the consideration of the Capital Assets Resolution and Capital Assets Policy. Referring to the State Board of Accounts (SBOA) Uniform Compliance Guidelines issued in June of 2019, TCPL should have a complete inventory of all capital assets it owns and the list should reflect the assets acquisition value. The inventory must be recorded in a Capital Assets Ledger, General Form 369 and should take place at least once a year for good internal controls practices and to verify account balances carried in the accounting records. Mr. Holman encouraged the Board to establish a "capitalization policy" that sets a dollar amount as a threshold to be used in determining which items will be recorded. He presented a draft of a proposed policy and resolution noting the absence of such a policy was noted in the most recent SBOA audit. After a discussion of the dollar threshold amounts, Mr. Bultinck moved to adopt the Capital Assets Resolution and Capital Assets Policy as presented. Mrs. Grover seconded the motion and the motioned passed.

Also under **New Business**, the Board considered a recommendation related to the future of Outreach Services in its current configuration. Mr. Holman mentioned the Outreach Department conducts institutional deliveries and daycare visits and oversees Library Link while making neighborhood stops. Outreach Services account for 3% of TCPL circulation numbers and 1% of visits making 24 stops every two weeks. Based on low performing stops and several stops within a reasonable distance of branch facilities, the staff recommendation is to eliminate the Outreach Department in its current configuration. Some of the services will be reconfigured using a smaller vehicle. Obviously, a clear intent and purpose for a new vehicle with traditional and non-traditional services must be determined. The Board asked several questions and made several comments about the vehicle and its services. Mr. Holman made it clear current Outreach staff would be reassigned to other departments when changes in the services were implemented. Mr. Bultinck moved to authorize the County Librarian or designated staff to further examine Outreach services and present an alternative to Mobile Library service not later than September 1, 2020. Mrs. Grover provided a second and the motion passed.

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 29402 through 29433. The prewritten claims were \$195,214.99 and the regular claims were \$633,954.65 for a grand total of \$829,169.64. Mrs. Grover seconded the motion and it passed.

Also, under the heading of **Other Business** and prior to adjourning the Board meeting, President Summers reported she had a direct inquiry from an individual gathering signatures for political candidates and the library's stance on such activities. Mrs. Summers indicated the County Librarian interacted with the individual in person and communicated the library's stance. No further action will be taken. Mr. Holman also reminded the Board 2020 is the year to work on a new strategic planning document. He will contact a few consultants to determine next steps.

There was no **Other Business**.

Mrs. Grover moved to adjourn the regular Board meeting at 7:48 p.m. Mr. Lahr seconded the motion and it carried.

Mary Springer, Secretary

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

March 2020

1. The traditional event for the grand opening of the Wea Prairie Branch will be held on Sunday, April 19th from 1:30 to 4:00 p.m. Like the usual TCPL opening events, there will be entertainment, give-away items, a ribbon cutting, and refreshments. Several TCPL staff and Friends volunteers will help facilitate the activities of the day. This event will take place during National Library Week. There will be one more event at Wea during the week with a focus on kid based activities. That event is not finalized.

2. Also connected to Wea Prairie, everything associated with the building is going along fairly smooth. An initial "punch list" activity took place on Wednesday, February 26th. This initial walk-through with the architect and representatives of Kettelhut is an in-depth look at every aspect of the space in terms of paint, wall trim, carpet, restrooms, counters and also the exterior. Landscaping will be postponed until there is appropriate weather climate. Two different furniture packages have been ordered and is expected to arrive by the first week in April. The majority of the materials collection is expected the first week in April as well. Kettelhut will likely turn the building over to TCPL within the first ten days of March. When they do so, Haley's Lock and Key will install core locks to all doors in the building. The physical keys will match the master key used for the downtown library. One final activity related to the branch, TCPL will utilize a VOIP (Voice Over Internet Protocol) as the new telephone system for the branch. The library is in discussions with ENA for this new service. The staff will still use physical phones, but the phone system will be internet based with less physical components placed in the branch.

3. TCPL's annual 100R (a listing of TCPL employees and compensation) was completed and uploaded to the Department Local Government Finance (DLGF). This activity is required by state law and must be uploaded to the online Gateway site by January 31. Presently, Finance Controller Loretta Carter is working on TCPL's Annual Financial Report which must be completed and uploaded by March 1st. This document represents TCPL's fund balances, revenues and expenditures for the year. This file is uploaded to the State Board of Accounts website and also available via Gateway.

4. TCPL staff finished the conversion of the downtown collection to RFID. There are a few outstanding items, but overall we are ready to schedule the gate installation for the RFID system during the month of March.

5. With the construction of the Wea Prairie Branch nearing an end, the County Librarian has instructed TCPL's Finance Controller to have the interest transferred from the Old National Money Market investment account into TCPL's checking account. The \$63,000 investment will be used as part of the final payment for Wea Prairie purchases.

6. Through a Diversity RoundTable initiative, the County Librarian is very involved in developing and coordinating a local 2020 Census activity. This will be a community event that involves several speakers and specific activities for children and adults. The objective is to get folks who are diverse in age, gender, race, and socio-economic status to meet together for a shared activity in hopes of building cultural competency in the community. The actual program will take place on Saturday, April 4 from 11:00 a.m. to 3:00 p.m.

7. The County Librarian will attend the Public Library Association national conference in Nashville, TN February 26-29. It was a late decision to attend the premier conference for public libraries, but something I decided to work in. On Wednesday, March 4th, the County Librarian will make a second presentation to the Sunnyside Boys Book Club group. Mr. Holman was invited by media specialist Anne Custer.