

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 2, 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, April 27, 2023 in conformity with the Indiana Open Meeting Act.

PRESENT:

Grant Fischer, Vice-President
Kay Walton, Treasurer
Mida Grover, Secretary
Connie Harper, Member
Terry Ashlock, Member
Mary Springer, Member

ABSENT:

Stephen Bultinck, President

GUESTS

Steve Berman, Human Resources Coordinator
Jos N. Holman, County Librarian

Vice President Grant Fischer 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.

Mr. Fischer led the Board in reciting the Pledge of Allegiance.

Board Secretary Mida Grover moved the **Board Minutes** of April 4th, 2023 be approved as presented. Board member Mary Springer provided a second for the motion. The motion passed.

Mrs. Grover moved to approve the May 2nd, 2023 **Personnel Actions**. Board Treasurer Kay Walton seconded the motion and it passed unanimously.

Steve Berman, HR Coordinator, gave a staffing update to the Board. Mr. Berman reported there were six open positions comprised of Branch Managers for Wea Prairie and Klondike, a Branch Assistant for Klondike, two Circulation Clerk IIs, and the Finance Controller. Mr. Berman then indicated that a Circulation Clerk II and Head Reference Librarian were anticipated to start next week. Next, Mr. Berman shared a couple of activities regarding the Finance Controller position. First, an interview recently took place but no next steps would be taken. Second, a meeting was held with a local staffing agency. Since the meeting, the agency has provided a couple of resumes for the County Librarian to consider. There were a couple of questions from the Board that were addressed.

Under the heading of **Committee Reports**, Mrs. Springer indicated the Personnel Committee did not have a new report and that the final recommendations of the Funeral Services Leave policy will be considered under **New Business**. Mrs. Springer also stated the committee has not received any more policy changes to review but anticipate additional policies to consider in the future based on the policy review timeline.

Under the heading of **Other Reports**, Friends President, Jim Plantenga was not present to make a report for the Friends of TCPL. In his absence, the County Librarian mentioned the upcoming children's book sale at the Wea Prairie Branch on May 9th. Also, under the heading of **Other Reports**, the County Librarian reported on the staff use and approach to the Comments on Library Materials Form. Using a redacted letter to a library customer, Mr. Holman spoke to the processes and actions of a materials challenge in a general way, noting internal procedures by TCPL staff members. No action was taken on this topic.

Under the heading of **Old Business**, Mrs. Springer indicated that based on Board consensus at the April Board meeting, the Personnel Committee refined the definition of immediate family in the Funeral Services Leave policy. Hearing no further comments on the revised policy, Mrs. Springer moved to approve the new Funeral Services Leave policy as presented. Board member Terry Ashlock provided a second to the motion. The motion was approved.

Under the heading of **New Business**, the County Librarian provided background on TCPL Staff Development Day. In recent years, TCPL held its Staff Development Day on the second Monday in October at the Downtown Library. With the downtown renovation project, there was a possibility an alternate location would need to be considered. Heading into summer, it is best to solidify the date so staff can place the date on their personal calendars. Mr. Holman recommended TCPL use Monday, October 9th, Indigenous Peoples' Day, as TCPL's Staff Development Day in 2023. With Board support of this date, Mrs. Walton moved to approve Monday, October 9th, 2023 as TCPL's Staff Development Day. Board member Connie Harper seconded the motion and the motion passed.

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 268-297 and the regular claims numbered 298-346. The prewritten claims were \$336,150.52 and the regular claims were \$421,127.03 for a grand total of \$757,277.55. Mrs. Grover seconded the motion and it passed. The County Librarian noted the financial report was not included in the printed packet, but was a part of the pdf packet emailed to the Board.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several items from his report. He commented that several things are going on with the new "Community Outreach Vehicle". Initially, there were issues with the electrical system that charges the non-automotive peripherals in the vehicle. Divisional Librarian, Neal Starkey is working with Summit to try and diagnose this situation, but thus far, these issues are unresolved. The automotive side of the vehicle does seem to be working properly. TCPL staff are being given the opportunity to suggest names we might use for the vehicle. The activity is connected to an effort to brand the vehicle in a particular way and shorten the identity currently being used which is Community Outreach Vehicle. No decision has been made and the suggested names are being shared with the full staff to vote on. Before being finalized, the suggested name will come to the full Board. Mr. Holman referenced that TCPL received a written comment about a children's book in the collection. The book in question is titled *All Around Bustletown: Winter*. For now, Britt Fechtman, the Head Technical Services Librarian has formally acknowledged receiving

the comment and sent a letter providing more background on the book and its placement in the collection. There has not been a response or further communication from the library customer. The Board will be updated when there are any other actions associated with this topic. Mr. Holman went on to update the Board on the downtown renovation project. The project is going along rather well. At times it is noisy in the building, but there are quieter moments because the majority of the demolition is finished. Framing of the relocated walls, along with the masonry walls of the men's restroom, is already completed. Mr. Holman mentioned the framing for the bulkhead in the circulation area, electrical work, floor tile and the interior brick material. On a final note about the renovation project, he pointed out the first payment to Mattcon, as general contractor, occurred with this month's Board claims. The pay application covered all purchased materials along with the construction and demolition work for the previous two months. Finally, Mr. Holman pointed out he was elected to the position of treasurer for the Arts Federation for the upcoming fiscal year. A question was asked about the pre-interview the County Librarian conducted related to a documentary to create an oral history of the experience of Black librarians. Mr. Holman shared more background information about the activity.

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

Under the heading of **Comments from the Board**, Mrs. Springer spoke about the sample responses shared with the Board that related to the three system orientations held in March and April. She sought clarification about new employees only participating and suggested it might be worthwhile to have a discussion with existing staff in the same way.

Mrs. Grover moved to adjourn the regular Board meeting at 7:55 p.m. Mrs. Springer seconded the motion and it carried.

Mida Grover, Secretary

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