

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
October 3, 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, September 28, 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

Suzanne Cunningham, Secretary, Friends of TCPL
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.

Board member Terry Ashlock led the Board in reciting the Pledge of Allegiance.

Board Secretary Mida Grover moved the **Board Minutes** of September 5th, 2023 be approved as presented. Board member Connie Harper provided a second to the motion. The motion passed.

For the HR Report, Steve Berman, HR Coordinator was absent. County Librarian, Jos N. Holman reported that Mr. Berman was absent. Mr. Holman provided a brief update on TCPL staffing activities. He mentioned several interviews for vacant positions were taking place across the library system. Additionally, Mr. Holman stated routinely during the fall, there are a number of resignations as people transition in various ways.

Mrs. Grover moved to approve the October 3rd, 2023 **Personnel Actions**. Board member Mary Springer seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mrs. Springer reported the Facilities committee met on September 18 to continue discussion about the monument sign for the downtown library. The committee discussed the naming of the building and the positioning of the letters on the sign. The County Librarian displayed draft mockups prepared by Cordogan's interior designer. The committee presented a recommendation that was discussed by the full Board. Mrs. Grover moved to approve the Facilities committee recommendation to name the building. Board Treasurer Kay Walton seconded the motion. Vice President Fischer called the question and the motion unanimously carried. Consideration was given to how the announcement would be conveyed to the staff and the community. There was consensus to hold off sharing the name until a press released or the sign unveiled.

Also, under **Committee Reports**, Mrs. Springer reported for the Personnel committee. She stated the committee met and reviewed one revised Personnel Code policy to consider for approval. Mrs. Springer presented the revised *Professional Conduct* Policy. There were no changes to discuss and with the motion to approve coming from the committee, Mr. Fischer sought a second to the motion. Mrs. Harper seconded the motion. The motion passed.

Under the heading of **Other Reports**, Friends Secretary, Suzanne Cunningham shared information about the recent book sale held at the Tippecanoe County Fairgrounds. She reported the sale, which started with 2,200 boxes of books and ended with 60, grossed \$10,700. Ms. Cunningham also mentioned the Friends received several crates of Young Adult and Children's books for a future book sale. Finally, she mentioned the Friends next donation day at TCPL's storage building will take place on Saturday, October 21 and the Friends are calendaring their 2024 book sales. Mr. Fischer thanked Ms. Cunningham for the report and the Friends supporting TCPL.

There was no **Old Business** to consider since the Red Crown Mini-Museum sign was discussed and decided on with the Facilities committee Report.

Under the heading of **New Business**, the County Librarian presented the final versions of the 2024 Operating and BIRF budgets. Mr. Holman indicated there were no substantive changes since the initial review at last month's Board meeting. He indicated two potential changes under discussion could be funded in the Operating budget under category one, Personal Services without taking away from other budget lines. Mrs. Springer moved to adopt the 2024 budgets with the advertised tax rate and levy. Board Treasurer Kay Walton provided a second 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 698-728 and the regular claims numbered 729-773. The prewritten claims were \$457,946.93 and the regular claims were \$502,834.77 for a grand total of \$960,799.70. Mrs. Springer seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items from his report. He reported Express Employment temporary worker, Kathy Batz, will be hired as a TCPL employee starting October 9. After working as a temp for three months, Ms. Batz will become TCPL's Finance Controller. Kathy has demonstrated the skills and knowledge needed to perform the essential duties of the job. Her initiative and attention to details will help her successfully do the job. Mr. Holman went on to mention LEMO (Library Experience Maker Onsite), made its first official appearance as TCPL's new outreach vehicle at the Imagination Station's "Hands on Trucks" activity. The activity went well with an estimated 450 people visiting the vehicle that day. Library staff made a few library cards and checked out library materials. Also, regarding LEMO, Mr. Holman reported Stoops Freightliner corrected the electrical issue on the vehicle which is now operating as designed. Costs for the repairs were covered under manufacturer warranties by Odyne and Summit Bodyworks. Finally, Mr. Holman shared details about TCPL's Staff Day scheduled for October 9th. He stated the activity will be offsite at the TCHA building. Professor Stephen Leitch with the Purdue University School of Hospitality and Tourism Management will speak on "building the customer experience".

Staff will participate in departmental meetings, have lunch together and finish the day touring the new City of Lafayette Public Safety Building. All TCPL locations will be closed, however, Mattcon construction workers will be onsite at the downtown library continuing their work while the building is closed. Workers will focus on installing higher hanging lights in the lobby area. Finally, Mr. Holman provided a brief update on the downtown renovation project. Topics included the concrete walls that were rebuilt at the building's north entrance area on South Street, asphalt paving taking place in the parking lot, and landscaping being completed at the Red Crown Mini-Museum. It was requested, and the County Librarian agreed, that after the meeting, he could show the Board the anticipated location of the monument sign.

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

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

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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