

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
January 2, 2024

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, December 28, 2023 in conformity with the Indiana Open Meeting Act.

PRESENT:

Grant Fischer, President
Connie Harper, Vice-President
Kay Walton, Treasurer
Stephen Bultinck, Member
Melissa McCandless, Member

ABSENT:

Terry Ashlock, Secretary

GUESTS

Scott Irvine, Vice President, Friends of TCPL
Steve Berman, HR Coordinator
Jos N. Holman, County Librarian

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 Stephen Bultinck led the Board in reciting the Pledge of Allegiance.

Mr. Bultinck moved the **Board Minutes** of December 5th and December 20th, 2023 be approved as presented. Board Treasurer, Kay Walton provided a second and the motion passed.

Mrs. Walton moved to approve the January 2nd, 2024 **Personnel Actions**. Board Vice President Connie Harper seconded the motion and it passed unanimously.

For the HR Report, Steve Berman, HR Coordinator gave a staffing update to the Board. Mr. Berman reported that were presently about eight positions open. Mr. Berman indicated that half of the openings were part time support and the other half were full time positions. He went on to share that the full-time positions were the Klondike Branch Manager, two Youth Librarians and a Branch Leader. County Librarian, Jos Holman added to the report by announcing Bill Schlimme was hired as the new Branch Manager of Wea Prairie and started work today.

Under the heading of **Committee Reports**, Mrs. Harper reported on behalf of the Personnel Committee. She indicated three policies were presented to the committee for their review. Mrs. Harper indicated the committee reviewed and discussed each policy. Also, the committee had questions about policy changes and referred them to Divisional Librarian Marlene Darnell. The Board considered the policies one by one starting with the revised *Holiday* policy. After discussion that centered on part-time staff benefits, Mrs. Harper moved to approve the revised *Holiday* policy with a minor change from the word position to classification. Mr. Bultinck provided a second to the motion and the motion passed. The Board moved on to review the revised *Personal Time* policy. The major

change in this policy was the increase from two personal days per year to one personal day per quarter. There was consensus the word position should again change to classification. Mrs. Harper moved to approve the revised *Personal Time* policy as presented. Mrs. Walton seconded the motion. The motion carried. The third policy considered was the *Vacation* policy. The major change was the increase in vacation accrual for professional staff and the awarding of vacation upon accrual instead of a six-month postponement. Mrs. Harper moved the *Vacation* policy be approved as presented. Mr. Bultinck provided a second to the motion. The motion passed. Mr. Holman indicated a link to the benefit sheet explaining details of the policy would be made available to staff. Before concluding the Personnel committee report, Mrs. Harper stated the committee is aware the Board is responsible for developing a succession plan for the County Librarian. Factors associated with this effort hinge on having a temporary and permanent successor to Mr. Holman's 21-year tenure as County Librarian. Mrs. Harper mentioned a future retreat of the Board might serve as an opportunity for discussion on this topic. It was suggested Mr. Holman might gather information from other libraries who have explored this topic. It was decided to send the County Librarian's job description to the full Board.

Under **Other Reports**, Friends Vice President, Scott Irvine, gave an update on the Friends activities over recent months. Mr. Irvine thanked the Board for their support of Friends activities and indicated the Friends ended their budgetary year in the black. The Friends presently have over 500 active members with several hundred members removed during a database cleanup. Mr. Irvine will ascend to the Friends presidency in March with Emily Frazier becoming the Vice President. Finally, he mentioned the Friends anticipate accepting another major donation and are planning for a celebration of their 60th anniversary in 2024.

Under the heading of **Old Business**, the County Librarian provided background regarding the special December 20th, 2023 meeting to finalize year end finances. With the meeting being held, but not properly advertised, Mr. Holman wanted to eliminate any doubt regarding the validity of the actions of the Board during that meeting. Mr. Bultinck moved to approve the 2024 Salary Ordinance, Transfer of Funds, 2023 Encumbrances and the December 20th, 2023 Claims. Mrs. Harper seconded the motion. The motion carried.

There were no agenda items under the heading of **New Business**.

Under **Other Business**, President Fischer requested a motion to suspend the regular meeting. At 7:40 p.m., Mr. Bultinck moved to suspend the regular meeting and convene the Board of Finance to consider financial matters and routines for 2024. Mrs. Harper seconded the motion and it passed. The first item of business was to elect a President and Secretary of the Board of Finance. It was suggested the Board President and Board Secretary serve as officers of the Board of Finance. Mr. Bultinck moved to nominate and elect by consensus Grant Fischer as President and Terry Ashlock as Secretary of the Board of Finance. Mrs. Walton provided a second and the motion passed. Regarding the TCPL Investment Policy, Mr. Bultinck moved to reaffirm the Investment Policy of the Tippecanoe County Public Library. Mrs. Walton provided a second and the motion passed. Mr. Holman informed the Board of the local banks which served as depositories in 2023. Mrs. Harper moved to designate the following banks as

depositories for library funds in 2024: Old National Bank, First Merchants Bank, and Trust Indiana/Lafayette Bank and Trust and Lafayette Community Bank. Mr. Bultinck provided a second and the motion passed. Mrs. Walton moved that the Lafayette Journal & Courier be approved as the designated newspaper to publish TCPL's legal advertisements in 2024. Mrs. Harper provided the second to this motion which passed. Mr. Bultinck moved to approve the request for advance tax draws from the County Auditor for the 2024 fiscal year. Mrs. Walton provided a second and the motion passed. At 7:53 p.m., President Fischer reconvened the regular meeting of the Board. Continuing 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 claim number 986 through 995 prewritten claims totaling \$177,855.31 and the regular claims numbered 1-43 totaling \$579,827.92 for a grand total of \$757,683.23. Mrs. Harper seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman quickly reported on attendance at the Laser Light show held at two TCPL branches. He also pointed out the renewal of the AVC accounting software, Donor Perfect Software and Big Stock Photo. All three software packages are used by non-public service staff with Donor Perfect being a shared database with the Friends of TCPL. President Fischer commented on the upcoming MLK program in mid-January. Separate from his report, Mr. Holman brought to the Board's attention Senate Bill 32 currently being considered in the Indiana State Legislature. He mentioned SB32 centered on the fiscal authority of public libraries as independent taxing units. The bill would make library budgets responsible to local municipal or county governments. Mr. Holman wanted to make sure Board members were aware of this potential legislation. There was general discussion on the subject with Mr. Holman providing more background on library funding and budgets. No action was taken on this topic.

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

Under the heading of **Board Comments**, President Fischer indicated Human Resources Coordinator, Steve Berman, will not be required to attend the meeting and will submit written reports to the Board. Mr. Berman will attend in person upon Board request or when he is making a presentation to the Board. Finally, President Fischer introduced the topic of the Board making a formal request to TCPL's Foundation for its gift to the downtown renovation project. After background information about financing the project was given by the County Librarian, there was Board discussion about optional dollar amounts. There was consensus to make a formal written request of \$500,000 to the Foundation at its next meeting.

Mr. Bultinck moved to adjourn the regular Board meeting at 8:05 p.m. Mrs. Walton seconded the motion and it carried.

Connie Harper, Vice President

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