

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
February 6, 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, February 1, 2024 in conformity with the Indiana Open Meeting Act.

PRESENT:

Grant Fischer, President
Connie Harper, Vice-President
Kay Walton, Treasurer
Terry Ashlock, Secretary
Melissa McCandless, Member

ABSENT:

Stephen Bultinck, Member

GUESTS

Scott Irvine, Vice President, Friends of TCPL
Mrs. Irvine
Greg Helms, Kettelhut Construction, Inc.
Brantly McCord, other TCPL Staff
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 Secretary, Terry Ashlock led the Board in reciting the Pledge of Allegiance.

Board Treasurer, Kay Walton moved the **Board Minutes** of January 2nd, 2024 be approved as presented. Board member Melissa McCandless provided a second for the motion. President Fischer called the question and the motion passed.

President Fischer gave a brief overview of the Human Resources Report that was prepared by HR Coordinator, Steve Berman. No discussion or action took place on this topic.

Mr. Ashlock moved to approve the February 6th, 2024 **Personnel Actions**. Board Vice President Connie Harper seconded the motion and it passed unanimously.

No **Committee Reports** were presented. As Personnel Committee Chair, Mrs. Harper indicated the committee anticipates reviewing a revised policy prior to the March Board meeting.

Under the heading of **Other Reports**, Vice President Scott Irvine reported for the TCPL Friends group. Mr. Irvine stated the next full book sale takes place in mid-April at the County fairgrounds. He mentioned the Friends started planning for their 60th anniversary celebration event to take place sometime in the fall of 2024. The Friends annual meeting will be held on Tuesday, March 19th at the Wea Prairie Branch at which point new officers will be elected. The Friends listing of items for sale on Amazon and

eBay are doing very well. Finally, Mr. Irvine indicated the Friends are expecting another large donation on February 17 similar to the one received two years ago.

Also, under the heading of **Other Reports**, Greg Helms of Kettelhut Construction, Inc. provided an update on the downtown renovation project. Mr. Helms mentioned all the parties involved are working well together and pulling in the same direction. He mentioned the update meetings on the project are pleasant and collaborative. Work continues on the vinyl graphic wrap for the men's restroom. He spoke about recently completed phases on the project and key activities in the next phase. Moisture damage on the north exterior wall of the building was discovered and will be repaired. Repairs will be paid from the allowance budget of the project. It is anticipated the monument sign will be built and the north entrance on South Street will be completed in mid-March. Following the site work in these two areas, limestone repair on the higher parts of the building will commence. The entire project is still on schedule with a late July substantial completion date.

Finally, under the heading of **Other Reports**, the County Librarian used the 2023 year-end statistics to share information about the operational services of TCPL. Mr. Holman noted and compared several system statistics including the following: 1. Total Cardholders registered, 2. Total Library Program Attendance, 3. Total Website Hits, 4. Total Festival Participation, 5. Adult Fiction and Non-Fiction, 6. Audio Books, eBooks, and ePeriodicals and 7. Total Downloadable. Overall, the 1,584,223 total checkouts were just 4% less than the 1,645,472 in 2022. Mr. Holman suggested this is a minor decrease given the downtown renovation project and the adult non-fiction and fiction section being unavailable for several months. There was a brief discussion about the topic and a few questions but overall there was consensus it was good to look at the system stats. Mr. Holman mentioned the first quarter 2024 stats would be available in early May.

There was no **Old Business**.

There was no **New Business** for the Board to consider.

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 claim numbered 44-69 and the regular claims numbered 70-136. The prewritten claims were \$273,074.75 and the regular claims were \$575,074.50 for a grand total of \$848,149.25. Mrs. McCandless seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared two items from his written report. Speaking about facilities, Mr. Holman noted the replacement of the malfunctioning parking lot lights at the Klondike Branch. Initially, what seemed like a minor electrical issue, proved to be a much larger situation without any working parking lot lights. Moving on to the downtown renovation, Mr. Holman reported two new roof leaks have been discovered in the youth room on the north wall of the building. Hinshaw Roofing has performed an initial inspection and will return to make necessary repairs. At this time, the repairs are not expected to impact Mattcon's schedule. Finally, Mr. Holman shared information on the Family Read Aloud (FRA) program which occurs every February. This annual winter reading program encourages families to make time to read together. It replicates the summer reading program with

tracking the time read, awarding prizes and presenting special programs. With the downtown renovation activity, all of the special programs are being held at the branches. Youth Librarian, Cara Ringle is coordinating FRA this year. Mr. Holman offered FRA tote bags to each Board member. Separate from the County Librarian's Report, Mr. Holman referenced a handout about the Douglas Eberle Governance Series hosted by the United Way of Greater Lafayette. In gauging the Board's interest, there was consensus to purchase the series for individual Board member participation. President Fischer will coordinate attendance preferences among the Board members.

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

Under the heading of **Comments from the Board**, President Fischer commented positively on the financial gift given by the TCPL Foundation to the downtown renovation project. Mr. Ashlock thanked the Friends for their continued support of TCPL. Mrs. Harper inquired if fellow Board members had anything to share regarding a succession plan for the library director's position. She suggested Board members bring something forward regarding a succession plan to the March meeting. Finally, President Fischer mentioned the anticipated spring retreat for the Board. Mr. Holman responded saying preliminary discussions were initiated, about topics and availability, with the Indiana State Library.

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

Terry Ashlock, 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.