

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 5, 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 29, 2024 in conformity with the Indiana Open Meeting Act.

PRESENT:

Grant Fischer, President
Connie Harper, Vice-President
Terry Ashlock, Secretary
Melissa McCandless, Member
Stephen Bultinck, Member
Sallie Fahey, Member

ABSENT:

Kay Walton, Treasurer

GUESTS

Jim Plantenga, President, Friends of TCPL
Jos N. Holman, County Librarian

President Grant Fischer chaired the regular Board meeting and called it to order at 7:01 p.m. A quorum was declared to conduct business for the library.

Board Vice-President, Connie Harper led the Board in reciting the Pledge of Allegiance.

Board Secretary, Terry Ashlock moved the **Board Minutes** of February 6th, 2024 be approved as presented. Mrs. Harper provided a second for the motion. President Fischer called for the vote and the motion passed. Board member Steve Bultinck abstained.

President Fischer gave a brief overview of the Human Resources Report that was prepared by HR Coordinator, Steve Berman. A few questions and brief discussion led to a couple of suggestions by Board members. The County Librarian indicated the suggestions will be incorporated into the April report. No formal action was taken.

Mr. Bultinck moved to approve the March 5th, 2024 **Personnel Actions**. Mrs. Harper seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mrs. Harper reported as Personnel Committee Chair. She presented the revised Sick Leave Policy and commented on the changes. Following a Board discussion of a few elements associated with the policy, there was consensus to make a few text related changes and discuss it at the April Board meeting.

Under the heading of **Other Reports**, President Jim Plantenga reported for the Friends of TCPL. Mr. Plantenga shared this would be his last report as President because Vice-President Scott Irvine will take office at the end of the Friends Annual Meeting on March 19th. Mr. Plantenga indicated he appreciated the support of the Board of Trustees for all Friends activities, especially during the downtown renovation project. Finally, he

mentioned a committee has been appointed to plan their 60th anniversary and Friends members are excited about celebrating that activity. The Board thanked Mr. Plantenga for his service to the Friends and to the library.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian presented a document representing the Outstanding Warrants for the previous two years. Because these checks were never cashed, Indiana Code allows them to be receipted back into the fund they were written from. Mr. Bultinck moved to approve the listing of Outstanding Warrants as presented. Mrs. McCandless provided a second to the motion. The motion passed unanimously. Mr. Holman proceeded to review the March 2024 Surplus List. Based on the rearrangement of furniture and shelving for the renovation project, this list of items are no longer needed by the library. Because of the condition of these items, most are being discarded and not passed along to the Friends of TCPL. After a brief discussion of the list, Board member Sallie Fahey moved to approve the March 2024 Surplus List as presented. Mr. Ashlock seconded the motion. The motion passed. Finally, under **New Business**, the County Librarian provided background information for the Board to consider the revised Collection Development Policy. For more than a decade, the policy has not been reviewed or changed. TCPL department heads and Collection Development Librarians spent time discussing and modifying the policy and a supporting process/procedure. A full discussion ensued with several questions and comments by Board members. Mr. Holman encouraged the Board to take the necessary time in reviewing the revised policy as it would likely not be revised again for several years. There was consensus to delay action on the policy in light of a few suggested changes. President Fischer directed the County Librarian to place the topic under the heading of **Old Business** for the April Board meeting.

Under the heading of **Other Business**, Mr. Bultinck moved to approve the grand total of the claims listing presented by the County Librarian starting with the prewritten claims numbered 137-167 and the regular claims numbered 168-224. The prewritten claims were \$454,149.35 and the regular claims were \$520,485.37 for a grand total of \$974,634.72. Mrs. Harper seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman shared several items from his written report. He started with news of the restoration of the original oil portraits of Dr. Albert A. Wells and his wife, Ellen Wells. The paintings were brought over from the Wells Memorial Library and hung in the Swezey Room of Indiana History. With financial support from a long-time donor of TCPL and Friends member, the restoration was completed by Indianapolis artist, Sharon Battista. Some type of small ceremonial activity will take place with the rehangng of the portraits. Mr. Holman moved on to inform the Board that as part of the downtown renovation project, but funded through the TCPL Foundation's Annual Appeal, a "hearing loop" will be installed in McAllister Meeting Room B. Over \$12,000 came in through the Foundation's Annual Appeal for this project. The design and cost of the "hearing loop" is forthcoming. The meeting room sound system will be updated to coincide with the hearing loop installation. Finally, Mr. Holman provided an update on the downtown renovation project. Limestone demolition and repair has started on the west loading dock with erected scaffolding. There are some safety issues with the existing limestone. While the mason workers are onsite, the final

brick work will be completed. The glass “storefronts” in the north entrance of the building, along South Street, are finally being installed. There was an initial delay because of problems with materials but it is anticipated the work will be completed within the original schedule. Finally, in the Youth Room, the bulkhead replacement and other drywall work is completed. Repairs on the fire sprinkler system are complete and will avoid interfering with the ceiling grid and lights being installed. Overall, the project is still on schedule, especially with the mid-April deadline for completion of the current phase.

After completing the **County Librarian’s Report**, Mr. Holman brought up two additional topics. First, he mentioned no date has been determined for the proposed Board retreat. To finalize the activity with the Indiana State Library (ISL), a date is needed sooner rather than later. After a review of the proposed dates, it was determined Thursday, May 2nd is the best date for the Board. Mr. Holman indicated he would communicate with ISL. Second, Mr. Holman shared his perspective on the progress of the downtown renovation activity. He stated with the conclusion of the phase involving the Youth Room, the renovation project will be 80-85% complete. Mr. Holman proposed some type of mini-celebration and recognition be held because library customers will have access to the majority of the public service areas of the library. Board members considered the suggestion, discussed the merits of it and agreed some type of activity would be good for the library. There was consensus a late afternoon on Thursday, May 2nd would serve as a good date. Mr. Holman indicated plans would start to be made.

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

Under the heading of **Comments from the Board**, Mrs. Harper brought up the topic of succession planning for TCPL. She stated an approach needed to be considered in the development of this plan. Mrs. Harper provided a handout of characteristics/qualities desired in an administrator and requested Board members select several that would be most relevant to TCPL. Also, she mentioned more input and feedback is needed by the Board as the succession plan is established.

Mrs. Harper moved to adjourn the regular Board meeting at 8:17 p.m. Mrs. McCandless seconded the motion and it carried.

Terry Ashlock, Secretary

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