

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**April 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, March 28, 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  
Stephen Bultinck, Member  
Sallie Fahey, Member

**ABSENT:**

**GUESTS**

Suzanne Cunningham, Friends Secretary  
Brantly McCord, staff member  
Jos N. Holman, County Librarian

President Grant Fischer chaired the regular Board meeting and called it to order at 7:00 p.m. A quorum was declared to conduct business for the library.

Board member Steve Bultinck led the Board in reciting the Pledge of Allegiance.

Mr. Bultinck moved the **Board Minutes** of March 5<sup>th</sup>, 2024 be approved as presented. Board Vice-President, Connie Harper provided a second for the motion. President Fischer called for the vote and the motion passed. Board Treasurer Kay Walton abstained.

President Fischer spoke briefly regarding the Human Resources Report that was prepared by HR Coordinator, Steve Berman. The County Librarian pointed to the changes in the format and additional information based on Board member's suggestions at the March meeting. Positive comments were made by Board members. In response to a question on the number of interviews versus applicants, Mr. Holman stated he would research a response and share it prior to the next Board meeting. No formal action was taken.

Board Secretary, Terry Ashlock moved to approve the April 2<sup>nd</sup>, 2024 **Personnel Actions**. Mrs. Walton seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under the heading of **Other Reports**, Friends Secretary, Suzanne Cunningham reported for the Friends of TCPL. Ms. Cunningham indicated the Friends Annual Meeting, held on March 19<sup>th</sup> went well. During the meeting, the Friends said good-bye to past President Jim Plantenga. The Friends have two upcoming book sales, April 19<sup>th</sup> –

21<sup>st</sup> and May 4<sup>th</sup>. The April sale will be held at the Tippecanoe County Fairgrounds. There will be over 500 boxes of books. The May sale will be held at Wea Prairie and will offer only children's books. Ms. Cunningham mentioned online book sales through Amazon and eBay brought in more than \$1,860 in sales since January 2024. She finished her report announcing Scott Irvine as the new Friends President and Emily Fraser as the new Vice-President.

There were two items under the heading of **Old Business**. The County Librarian provided background on the minor changes in the revised Sick Leave Policy. Referring to copies of the policies, Mr. Holman spoke about the formatting of the policy and how it would appear in TCPL's Personnel Code. He also referenced the changes made based on Board member suggestions during the March meeting. After a bit of discussion, Mrs. Harper moved to adopt the revised Sick Leave Policy based on the edits that were made and shared by the County Librarian. Board member Sallie Fahey seconded the motion and the motion passed. Based on Board direction, Mr. Holman indicated that he would send the final version as a pdf to the full Board. The other item for consideration was the revised Collection Development Policy. This was a second review of the policy. Mr. Holman pointed out the minor corrections and consistency in all references to the TCPL Board of Trustees. There was a bit of discussion and comments about censorship and intellectual freedom. Mr. Bultinck moved to approve the Collection Development Policy as presented. Mr. Ashlock provided a second to the motion and the motion passed.

There was no **New Business** 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 claims numbered 225-252 and the regular claims numbered 253-299. The prewritten claims were \$522,414.01 and the regular claims were \$582,444.64 for a grand total of \$1,104,858.65. Mr. Bultinck seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items. He updated the Board on the program that TCPL staff members coordinate with clients of the Lafayette Transitional Housing Coalition (LTHC). The program was recently modified from its original purpose. Instead of the core objective to help with resume development of LTHC clients and introduce them to library services, now the program focuses on coordinating a writing club and reading group. Basic materials are being provided for the writing club. The program will look to involve a few more TCPL staff members and continue to meet weekly. Next Mr. Holman informed Board members, annually, TCPL renewed a life insurance policy for full-time staff members who are eligible on their hire date. This insurance benefit can no longer be integrated into the CIGNA insurance package which left TCPL looking for a new provider. TCPL engaged Principal, its dental insurance carrier, to provide oversight and coverage for this benefit. Formal paperwork is being finalized with Principal. In April, basic census information from TCPL will need to be shared with Principal. Finally, Mr. Holman shared that TCPL Adult Services Librarian, Matt Meyer is researching and writing articles about our library's history in the Greater Lafayette community. The articles are being written for submission and inclusion in the book celebrating the city of Lafayette's bicentennial. The book is being published by the Tippecanoe County Historical Association and will be printed by Purdue Press. Matt's articles include a clear history and timeline of the Albert

A. Wells Memorial Library and background on the growth of the downtown library. Copies of a couple of the articles will be shared with the Board at a future meeting. President Fischer commented positively on the County Librarian's invitation to participate as a panelist at the Indiana Library and Literacy Services Symposium on April 12<sup>th</sup>.

After completing the County Librarian's Report, Mr. Holman requested time to share a couple more items. He indicated a Board member asked about TCPL's approach to safety for library customers and staff. Mr. Holman provided some background information on TCPL's security monitoring company, panic alarm buttons, safety training and the role of the Who's in Charge (WIC) person. There was a brief discussion which included a couple of suggestions from members of the Board. Also, Mr. Holman presented plans for the May 2<sup>nd</sup> mini-celebration of the progress of the downtown renovation project. After he shared various elements of the activity, Board members were in support of the plans as presented. Details and coordination of the plans will continue to take place. Finally, Mr. Holman briefly updated the Board on the work being done by Reed & Co. and its recent invoice. No action was taken on any of these topics.

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

Under the heading of **Comments from the Board**, Mr. Fischer reported on the "audit entrance" meeting with representatives of the State Board of Accounts. The audit will continue over the next three weeks or so. There is one key record that is needed associated with the beginning balance of 2021.

Mrs. McCandless moved to adjourn the regular Board meeting at 8:09 p.m. Mr. Ashlock seconded the motion and it carried.

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Terry Ashlock, Secretary

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