TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 8, 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 Friday, May 3, 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
Shelby Ward, Kendrick McGee, Eleanor Turley, Staff members
Jos N. Holman, County Librarian

President Grant Fischer chaired the regular Board meeting and called it to order at 7:10 p.m. A quorum was declared to conduct business for the library. Prior to the regular Board meeting, an Executive Session was held at 6:00 p.m. to discuss a personnel related matter. All Board members were in attendance.

Board member Melissa McCandless led the Board in reciting the Pledge of Allegiance.

Board member Stephen Bultinck moved the **Board Minutes** of April 2nd, 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.

President Fischer summarized the Human Resources Report prepared by HR Coordinator, Steve Berman. He highlighted several items on the report including one resignation. Referring to the Executive Session discussion, President Fischer indicated more information is needed. Once the information is gathered the Board will come together again to discuss it.

Mr. Bultinck moved to approve the May 8th, 2024 **Personnel Actions** as presented. Board Treasurer Kay Walton provided a second to the motion and the motion passed.

Under the heading of **Committee Reports,** Mrs. Harper shared information related to the approach for the succession plan. She mentioned additional research is needed to continue working on the plan. She summarized the “attributes” exercise Board members engaged in and stated there was a number of the same choices, i.e. leadership, people skills, strong negotiation skills, etc. Mrs. Harper stated work would continue on this

process and she would copy and send out the summary document again. It was suggested key administrative tasks/responsibilities of the County Librarian should be documented, if not already done so. There were no other **Committee Reports**.

Under the heading of **Other Reports**, Friends Secretary, Suzanne Cunningham reported for the Friends of TCPL. Ms. Cunningham provided a printed Book Sale report and proceeded to speak about the success of the April book sale at the Tippecanoe County Fairgrounds. Part of the success was selling 41 new memberships during the sale. The next full sale will be in September and also held at the Fairgrounds. Prior to the September activity, a sale with only children's books will be held at the Wea Prairie Branch in mid-May. Also, under the heading of **Other Reports**, the County Librarian briefly spoke about the downtown renovation activity. His comments mostly centered on the completion of the north entry off South Street and the final phase where the south entry will be temporarily closed for several weeks. Mr. Holman also reviewed the balance of the renovation construction costs and the dollars allocated to pay for these costs. After reviewing the balance on the pay application, it appears TCPL has enough funds to fully pay Mattcon. TCPL will still need to find additional funding for the furniture and equipment initially selected for the renovation. This funding was absorbed by the higher construction bid.

There was one topic under the heading of **Old Business.** Though the 2023 fiscal year was over, in closing out the year and verifying bank reconciliation statements with the accounting software from AVC, it was determined contributions from staff deductions were not properly entered to offset the payments to Cigna. These journal entries caused the health insurance budget line and one Personnel wage line to end up in the negative. The County Librarian recommended the Board pass a Transfer of Funds Resolution to correct these balances. Mr. Bultinck moved to approve the Transfer of Funds as presented. Board Secretary Terry Ashlock seconded the motion. The motion was approved.

Under the heading of **New Business,** the Board considered the May 2024 Surplus List. The County Librarian commented on a few items on the list. He mentioned Mattcon Inc. allowed TCPL to use their roll-off dumpster and would help remove the items. Mr. Holman also mentioned at least one more surplus list would be forthcoming based on renovation activities. Mr. Ashlock moved to approve the May 2024 Surplus List as presented. Mrs. Harper provided a second to the motion and it passed unanimously. Next, the County Librarian presented background on a major change regarding library operations. For over two decades, TCPL outsourced most of its services related to building cleaning and general property maintenance. After several conversations with the Facilities Coordinator and a brief discussion among the Board during the 2024 budget adoption, the County Librarian now recommends the hiring of internal staff for janitorial services at the downtown location. This change would not affect current janitorial services at the branches. Mr. Holman shared specifics and details on hiring staff, the anticipated hours, pay, and benefits. He also presented a job description previously used by TCPL prior to 2002. The Board asked a few questions and by consensus supported the change. Mr. Bultinck moved to implement the use of TCPL staff for janitorial services at the downtown library based on the job descriptions and pay presented by the County Librarian. Mrs. McCandless seconded the motion. With the vote, the motion was passed. Mr. Holman indicated this change will initially be implemented only at the downtown

library. After a reasonable review of the entire transition, adopting the activity at the branches will be considered. The next topic for discussion centered on TCPL's Computer Use Policy. Mr. Holman reminded the Board that with the trustee training earlier in the month, it was pointed out that the library's Internet Policy should be reviewed on an annual basis. Since this was not TCPL's practice, it was added as an agenda topic for prompt action and resolution. Mr. Holman provided historical information related to the policy and answered a few questions. After Board discussion, Mrs. Walton moved to approve the Computer Use Policy in its current version. Board member Sallie Fahey seconded the motion 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 300-334 and the regular claims numbered 335-397. The prewritten claims were $327,644.15 and the regular claims were $618,293.81 for a grand total of $945,937.96. Mrs. Harper seconded the motion and it passed.

In the interest of concluding the meeting, the County Librarian decided to forego presenting his usual report. He briefly pointed out a quarterly statistics document that was included in the Board packet. There were a few questions from Board members regarding the department head's quarterly reports. Also, there were a few comments about the facilities issues occurring at the Klondike Branch.

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

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

Mrs. Walton moved to adjourn the regular Board meeting at 8:12 p.m. Mrs. Harper seconded the motion and it carried.

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Terry Ashlock, Secretary

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