TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 9, 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, June 27, 2024 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Stephen Bultinck, Member

GUESTS
Scott Irvine, Friends President
Marlene Darnell, Divisional Librarian of Programs and Services
Brantly McCord, Staff member
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. President Fischer thanked Vice-President Connie Harper for chairing the June meeting.

President Fischer led the Board in reciting the Pledge of Allegiance.

Board Secretary, Terry Ashlock moved the **Board Minutes** of June 4th, 2024 be approved as presented. Mrs. Harper provided a second for the motion. The motion passed.

President Fischer made a few observations about the Human Resources Report prepared by HR Coordinator, Steve Berman. He mentioned the chart was informative with the number of positions and other details. He also stated Mr. Berman did a good job in compiling the report. A brief discussion took place regarding "exit interviews" and "stay interviews". No action was taken on this topic. President Fischer inquired if there were any questions or comments about the **Personnel Actions**. There were none. Mrs. Harper moved to approve the **Personnel Actions** as presented. Board Treasurer, Kay Walton provided a second to the motion and the motion passed.

There was one **Committee Report.** As chair of the Personnel Committee, Mrs. Harper updated the Board on a document the committee was using related to succession planning by the Board. The document integrated information from the Indiana State Library and the County Librarian's job description. Mrs. Harper requested Board members review the document and bring comments and observations back to the next Board meeting. The idea is to reach consensus on what information might be helpful

with the succession plan. Also, Mrs. Harper alerted the Board to receiving a revised policy on Absenteeism and Tardiness to review at the August meeting.

Under the heading of **Other Reports**, Friends President, Scott Irvine notified the Board of the Friends upcoming 60th Anniversary celebration. The event will be held on Friday, September 6th at MatchBOX starting at 5:30 p.m. Invitations will be sent to all Board members. The Friends are revising the scholarship application that supports educational pursuits for TCPL employees. The Friends plan to make the form available to complete online and is reviewing eligibility requirements. Finally, Mr. Irvine mentioned the Friends next book sale will be a children's book sale held on August 17 at the Wea Prairie Branch. The next general book sale will be held on September 13-15 at the Tippecanoe County Fairgrounds. Also, under **Other Reports,** the County Librarian provided background information on the 2025 Budget Process. Using an outline with key dates and major tasks, Mr. Holman explained the overall budget process. There were a few questions and a small amount of discussion. No action was taken on this topic.

Under the heading of **Old Business,** the County Librarian reminded the Board of his presentation at the June meeting that reviewed the various funds TCPL utilizes. Recapping TCPL's two primary funds, General (Operating) and the BIRF (Bond and Interest Redemption Fund), Mr. Holman spoke specifically about TCPL's two dormant funds. The dormant funds are representative of two previously completed construction projects. Mr. Holman indicated he received direction from the State Board of Accounts on the acceptable use of "dormant funds". He also communicated Board action must be taken in the form of a resolution. Mrs. Harper moved to approve the Dormant Fund Transfer Resolution moving balances from Construction Fund 2015 and Construction Fund 2018 to the General/Operating Fund. Mrs. Walton provided a second to the motion. The motion passed unanimously. Also, under **Old Business,** Mrs. Harper inquired about two specific topics. The first question revolved around the billing with Reed and Company when they assisted with researching TCPL financial records. Mr. Holman indicated he didn't have any additional information on the billing and would need to contact Reed and Company for more information. Mrs. Harper's second question was about the status of the 2020-2021 financial audit by the State Board of Accounts (SBOA). Mr. Holman added there was no further updates from representatives of SBOA and he understood the field agent would be contacting Crowe LLP for records associated with the 2018-2019 audit.

There was no **New Business** to consider.

Under the heading of **Other Business**, Mrs. Walton presented the Board claims. She inquired about a couple of claim numbers that were out of sequence on the *Claim Listing*. Mr. Holman responded by sharing the appropriate paperwork associated with each claim number and explaining about the tracking of a bank analysis fee. He also stated he questioned the way interfund "transfers" are being reflected on the *Claim Listing* and affected the total amount of the claims. After comments by a couple of other Board members, it was decided to further research the claim numbers and the best way to record the transfer before approving the claims as presented. Board member Melissa McCandless moved to table the July Claims pending clarification of the impact of transfers on the total claims and also bank fees. Mr. Ashlock provided a second to tabling the motion. This motion was approved.

Also, under **Other Business**, but with the meeting running a bit later than usual, Mr. Holman quickly shared a few items from the **County Librarian's written report**. He mentioned TCPL has a new Youth Librarian, Cecilia "Cc" Nguyen, who started in the downtown youth services department. Mrs. Nguyen relocated from North Carolina and has a background in teaching music to high school students. Cc is still enrolled in a Master's degree in Library Science program at North Carolina Central University. Mr. Holman then spoke about the partnership to host a "community read" with the Purdue University English department and the West Lafayette Public Library (WLPL). For the "Big Read" this year, the title is *Aunty Lee's Delight* by Ovidia Yu. The book will be read by college students and the general public with a variety of programs planned by each partner to encourage participation and discussion. Purdue provided paperback copies of the books which will serve as TCPL "honor books". Print and digital formats of the book have been purchased by TCPL for each location. Finally, Mr. Holman mentioned a new partial wrap was installed on the front of the 24Hour library adding a visual dimension to it. The wrap features the various genres of literature and a Dr. Seuss "Oh the places you will go" graphic.

After completing the **County Librarian's Report**, Mr. Holman requested to bring two other items to the Board's attention. First, he reported TCPL had a book challenge regarding a new title in the youth collection. Mr. Holman presented the book to the Board and stated his intention to reclassify the book to the adult collection unless the Board objected to his decision. There was no objection and full support to reassign the book in the collection. The second item was connected to the downtown renovation. Mr. Holman explained a dilemma with the "store front" glass exterior entrance on the parking lot side of the building. A column of brick that was designed to be removed had some unforeseen extension above the ceiling. To remove the brick and modify the area above the ceiling would create additional cost and time to the project. The minimum amount of time would be one month. Mr. Holman indicated he directed the project to continue with the option to retain the brick and adjust the installation of "store front" glass. The direction is being implemented. With these two topics closed, Mrs. McCandless commented on finalizing the date of the completion of the downtown renovation project. Board members reviewed their calendars and agreed the date of Thursday, August 22 will serve as the day for the activity.

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

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

Mrs. McCandless moved to adjourn the regular Board meeting at 8:30 p.m. Mr. Ashlock seconded the motion and it carried.

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Terry Ashlock, Secretary

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