TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 3, 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, August 29, 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
Stephen Bultinck, Member

ABSENT:

GUESTS
Scott Irvine, Friends President
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. Prior to the start of the regular Board meeting, President Fischer convened a public hearing at 7:00 p.m. on TCPL's 2024 budgets which were previously advertised on Indiana's Gateway Online. _____ led the Board in reciting the Pledge of Allegiance. No members of the public spoke during the hearing. President Fischer sought a motion to close the public hearing. Board member Steve Bultinck moved the public hearing be closed and to convene the regular Board meeting. Board Secretary Kay Walton provided a second and the motion passed.

Board member Melissa McCandless moved the **Board Minutes** of August 6th, 2024 be approved as presented. Board Secretary Terry Ashlock provided a second for the motion. The motion passed.

President Fischer commented briefly on the Human Resources Report prepared by HR Coordinator, Steve Berman. The County Librarian, Jos N. Holman, responded to a question related to Clerk II vacancies. No action was taken on the report. Under the heading of **Personnel Actions,** Mr. Bultinck moved to approve the Personal Actions as presented. Vice President Connie Harper seconded the motion. Mr. Holman shared circumstances regarding the position of Custodian as represented on the report. After a brief discussion, the motion passed.

In consideration of Friends President, Scott Irvine's need to leave after his report, President Fischer modified the agenda and went to **Other Reports**. Mr. Irvine mentioned the upcoming Friends book sale being held on September 13-15 at the Tippecanoe County Fairgrounds. He indicated the Friends are working on guidelines associated with the scholarships they award to staff. This will include discussing the amount of dollars awarded with each scholarship. Finally, Mr. Irvine reminded the Board of the Friends 60th

Anniversary celebration coming up on Friday, September 6th at MatchBOX. Several TCPL Board members indicated the intention to attend the event.

President Fischer called for **Committee Reports.** Mrs. Walton briefly mentioned the Finance Committee met with the County Librarian to review the budget that will be presented under **Other Reports**. Reporting for the Personnel Committee, Mrs. Harper stated the committee met and will present three draft policy revisions for consideration. Mrs. Walton shared the committee's concerns and remarks on all three policies. Starting with the draft *Work Week* policy, there were several concerns related to phrases used in the policy, the definition of full-time and references to the lunch hour. After a lengthy discussion and questions answered by the County Librarian, it was decided to delay approval of the policy and have TCPL's management team review suggested changes. The County Librarian will bring a revised draft to the Board at a future meeting. The next item to be considered was the draft *Unpaid Leave of Absence* policy. After a brief discussion and one edit to include the phrase, "in writing" with reference to the submission of the request, Mr. Bultinck moved to approve the *Unpaid Leave of Absence* policy as presented. Mrs. Harper provided a second to the motion. The motion passed. The final item of the Personnel Committee was the draft *Eligibility for Benefits* policy. The Board sought an understanding of the benefit structure used by TCPL and was concerned about the definitions used in the draft policy. There was also a concern about how the Eligibility for Benefits policy might impact and be integrated with other policies. The committee recommended postponing full consideration of this policy until other adjacent/parallel policies are presented. There was Board support of the recommendation. No formal action was taken on the policy. For the final topic for the Personnel Committee, Mrs. Harper briefly brought up the "succession planning" activity for the County Librarian position. Mrs. Harper reminded Board members of the "list of attributes" being considered and mentioned the need to finalize this document. There were a few comments on the formatting of the document and repetition in the list. The committee will continue its efforts to develop a succession plan that works well for TCPL. No action was taken on this item.

Returning to the heading of **Other Reports**, the County Librarian presented the draft 2025 Operating budget to the Board. Using the AV projector and an Excel spreadsheet, Mr. Holman spoke about the process of adopting the budget and the core categories of the budget. He commented on several budget lines that changed, especially those that increased. Mr. Holman pointed out the overall total increase of the budget and how the maximum levy impacts that increase. After a few questions and comments by Board members, Mr. Holman indicated the Board would have one more chance to make any revisions prior to the budget being adopted. No action was taken on the topic.

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

Under the heading of **New Business,** the County Librarian brought to the Board's attention a recommendation from the State Board of Accounts (SBOA) related to the 2020-2021 Audit. Mr. Holman reminded the Board of the background information associated with TCPL's most recent audit process. After the SBOA, through extensive research and contact with Crowe, LLP, was unable to pinpoint an audit entry for 2021 there was a deliberate pause in the completing the audit. Recently, key SBOA representatives appealed to their SBOA board with a specific resolution. With the SBOA's board approval, it was requested that in a publicly held meeting, TCPL's Board act to approve an adjustment to the General Fund. The adjustment will be officially recorded in fiscal year 2021 and will not

include a journal entry into current financial records. Board member Sallie Fahey moved to approve the adjustment and receipt of $636,996.54 to TCPL's Operating Fund effective January 1, 2021. Mr. Bultinck seconded the motion and the motion unanimously passed.

Under the heading of **Other Business**, Mrs. Walton presented information about the claims listing presented by the County Librarian. Mrs. Walton stated the prewritten claims were numbered 680-714 with unused claim numbers 686-688. The regular claims were numbered 715-774. The prewritten claims totaled $447,555.37 and the regular claims were $481,016.24 for a grand total of $928,571.61. Mrs. Walton moved to approve the claims as presented. Mr. Bultinck seconded the motion and it passed.

Also, under **Other Business** in conjunction with the **County Librarian's Report,** Mr. Holman showed photos from the August 22nd "ribbon cutting activity". There were numerous photos of activities inside and outside the building. There were several comments shared about the activity. In the interest of time, Mr. Holman forfeited commenting on any other topics of his report. However, Mr. Holman did take time to present each Board member with a formal letter thanking the Board for naming the building in his honor.

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

There were no **Board Comments.**

Mrs. Fahey moved to adjourn the regular Board meeting at 8:45 p.m. Mrs. McCandless 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.