TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
October 1, 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, September 26, 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

ABSENT:
Melissa McCandless, Member
Stephen Bultinck, Member

GUESTS
Scott Irvine, Friends President
Jos N. Holman, County Librarian
Brantly McCord, Staff member

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 Treasurer, Kay Walton led the Board in reciting the Pledge of Allegiance.

After it was noted that President Fischer led the Pledge of Allegiance at the September 3rd meeting, Board Vice President Connie Harper moved the **Board Minutes** of September 3rd, 2024 be approved as presented with the minor addition of Mr. Fischer's name. 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. No action was taken on the report. Under the heading of **Personnel Actions,** Mrs. Walton moved to approve the Personnel Actions as presented. Board member, Sallie Fahey provided a second to the motion. The motion passed.

President Fischer called for **Committee Reports.** Reporting for the Personnel Committee, Mrs. Harper indicated there were two revised policies being presented for the Board's consideration. First, Mrs. Harper presented the *Equal Employment Opportunity* policy. The committee supported the minor change suggested by TCPL's Management Team. Mrs. Harper moved to approve the *Equal Employment Opportunity* policy as presented. Mrs. Walton provided a second. The motion passed. Mrs. Harper went on to present the *Emergencies* policy. This policy was renamed from the older *Emergency Procedures* policy. The Board inquired about and discussed the aspect of training as it relates to staff being involved with and handling emergencies. The County Librarian mentioned the resources available within departments for emergencies. Without any changes or additions to the revised policy, Mrs. Harper moved to adopt the *Emergencies* policy as presented. Mr. Ashlock seconded the motion. The motion passed. Mrs. Harper ended the Personnel Committee activities by sharing a modified document connected to TCPL succession planning. Mrs. Harper led a brief discussion about the document and other aspects of succession planning. The County Librarian referenced a recent training he

attended for the Doug Eberle series hosted by the Community Foundation of Greater Lafayette. He stated he would share some of the handouts from the training. Mrs. Harper stated the Board hoped to wrap up this phase of the succession planning in December.

Under the heading of **Other Reports**, Friends President, Scott Irvine commented on recent Friends activities. He stated the Friends are continuing their budget review and discussion. Two new computers will be included in next year's budget. Mr. Irvine reported the Friends grossed $15,500 at their September sale at the Tippecanoe County Fairgrounds. He anticipated this would be the last sale at the fairgrounds ending a two-year stint there. No sale will take place in December with the next general book sale scheduled for the spring of 2025. There will be a children's only book sale on Saturday, October 26th at Klondike. Finally, Mr. Irvine spoke to the activities at the Friends 60th Anniversary celebration including the flute choir and the Mayor of Lafayette attending. Overall, the Friends felt it was a successful celebration with everyone enjoying the event. Mr. Irvine thanked those TCPL Board members who were in attendance.

Under the heading of **Old Business,** the County Librarian presented a modified *Work Week* policy. After the Board initially reviewed the policy, TCPL's department heads further reviewed and made changes to the policy. The policy was being resubmitted for Board approval. The Board had positive comments about the policy and the handling of the revision. Mrs. Walton moved to approve the amended *Work Week* policy as presented. Mrs. Harper seconded the motion. The motion passed.

Under the heading of **New Business,** the County Librarian asked the Board to consider the adoption of the 2025 Operating and BIRF budgets. Before considering the budgets, Mr. Holman suggested the Board consider the health insurance renewal with CIGNA since it is reflected in the budget. Mr. Holman shared background information on TCPL's health insurance including the number of staff members enrolled, changes in coverage and the flexible spending aspect. He also shared the percentage of the increase. Mrs. Harper moved to approve the 2025 health insurance renewal with CIGNA. Mrs. Walton provided a second to the motion. The motion passed. Returning to the topic of adopting the 2025 budgets, Mr. Holman reminded the Board of their September review of the budget. He mentioned very few things had changed since that review. He also offered background explanation on TCPL bonding capacity in conjunction with the BIRF budget. The Board looked at the State Board of Accounts module of Gateway Online as part of this information. Mrs. Fahey moved to adopt the Resolution for Appropriations and Tax Rates for TCPL's fiscal year 2025 as presented. A second was given by Mr. Ashlock. The motion passed and Board members signed the resolution.

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 are numbered 775-804. The regular claims are numbered 805-854. The prewritten claims totaled $324,234.73 and the regular claims are $187,303.85 for a grand total of $511,538.58. Mrs. Walton moved to approve the claims as presented. Mrs. Harper seconded the motion and it passed.

Also, under **Other Business** Mr. Holman highlighted a couple of items from the **County Librarian's Report.** Both items were related to TCPL staff activities. He indicated TCPL's Staff Development Day is scheduled for Monday, October 14th in the McAllister Meeting Rooms. The morning presenter is Kathleen Lapekas, an adjunct professor at the

University of Southern Indiana speaking about **Generations in the Workplace.** TCPL staff members have lunch together and then attend a Red Cross training. Finally, Mr. Holman mentioned a "Bonfire Night and Cookout" hosted by the TCPL Staff Social Committee will happen at Prophetstown State Park on Saturday, October 26th from 5:00 to 10:00 p.m. The committee will provide the meal with staff members bringing desserts and lawn chairs with the Friends of TCPL helping to fund the activity. **Board members commented** on the recent letter from LPD and the positive interaction with TCPL staff. the Board commended the staff on their involvement.

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

Mrs. Harper moved to adjourn the regular Board meeting at 8:24 p.m. Mrs. Walton seconded the motion and it carried

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Terry Ashlock, Secretary

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