TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 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 Wednesday, November 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
Various TCPL staff members and their guests
Jos N. Holman, County Librarian

Prior to the regular Board meeting, a "holiday dessert reception" was held for TCPL Board and staff members and their guests. President Grant Fischer chaired the regular Board meeting and called it to order at 7:04 p.m. A quorum was declared to conduct business for the library. President Fischer led the Board in reciting the Pledge of Allegiance.

Board Secretary Terry Ashlock moved the **Board Minutes** of November 5th, 2024 be approved as presented. Board member Sallie Fahey 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 indicated there are still challenges with filling vacancies in the custodial positions. No action was taken on the report. Under the heading of **Personnel Actions,** Board Treasurer, Kay Walton moved to approve the Personnel Actions of December 3rd as presented including the Longevity Pay. Board Vice President, Connie Harper provided a second to the motion. The motion passed.

At this point, President Fischer moved to the Longevity Recognitions and yielded the floor to County Librarian, Jos N. Holman. Mr. Holman shared the approach of the presentations for the evening. Staff members who achieved longevity were recognized by their department head or the County Librarian. A new name tag and monetary compensation was given based on length of time worked at TCPL. President Fischer presented the name tag and live check. Twelve staff members were recognized. Mr. Holman thanked them for their work and longevity with TCPL.

With Longevity Recognitions completed, President Fischer moved to **Committee Reports.** Mr. Ashlock reported for the Facilities Committee. He indicated the committee started the process to consider potential branch locations in the northern part of Tippecanoe County. The committee explored the area by car and developed a short list to further explore. The committee will use the county GIS system to determine the owners of

specific plots of land and their assessed value. The committee will meet with Area Plan Commissioner, Ryan O'Gara on December 10th to gain a greater understanding of future planning for the area. Committee member, Sallie Fahey briefly commented on specific parameters of the search reflected by the names of roads in the area. For the Personnel Committee, Mrs. Harper mentioned the committee is still working on the "succession plan" for the County Librarian. There are no updates at this time. The committee also presented an updated and revised Absenteeism and Tardiness Policy. Mrs. Harper mentioned there is a TCPL Bulletin which aids employees in understanding the new policy. Mrs. Harper moved to approve the policy as presented. Board member, Melissa McCandless provided a second to the motion. The motion was approved.

Under **Other Reports,** there was no report from the TCPL Friends group as Friends President, Scott Irvine previously communicated his absence. Also, under **Other Reports,** two Board members respectively reported on topics they were introduced to as part of the **Douglas W. Eberle Not-For-Profit Board Governance Series** sponsored by the United Way and the Community Foundation of Greater Lafayette. Mrs. Harper shared key takeaways from her attendance at the *Fundraising Essentials* seminar. She spoke about staff and board partnerships, maintaining a list of donors and fostering relationships with donors. Mr. Ashlock also shared key takeaways from the *Core Responsibilities* of *Nonprofit Boards* seminar. He mentioned boards need to understand and follow their mission, vision and strategic plan, have a succession plan for board members and the key executive and finally the board's responsibility regarding financial oversight. Both Mrs. Harper and Mr. Ashlock indicated it was a good series to attend. It was noted the next series will start in the spring of 2025.

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

Under the heading of **New Business,** there were a couple of traditional year-end items to consider. President Fischer moved on to two calendaring topics. The Board considered the 2025 Library Closed Days. These days included federal holidays when the library will be closed and "floating holidays" when the library remains open. The dates submitted included the 2025 Staff Day. Mrs. Harper moved to approve the 2025 Closed Days dates as presented. Mr. Ashlock provided a second and the motion passed. Next, the Board considered the 2025 Board meeting dates for its monthly meeting based on its own bylaws indicating the meeting to be held the first Tuesday of each month. Mr. Holman pointed out no adjustments were made for election days in 2025. The starting time for the meeting will continue to be 7:00 p.m. Mrs. Fahey moved to approve the 2025 Board Meeting Dates as presented. Mrs. Walton provided a second and the motion 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 are numbered 945-974 with the regular claims numbered 975-1023. The prewritten claims totaled $324,281.27 and the regular claims are $143,866.94 for a grand total of $468,148.21. Mr. Bultinck moved to approve the claims as presented. Mrs. McCandless seconded the motion and it passed.

Also, under **Other Business** Mr. Holman highlighted two items from the County Librarian's Report. He mentioned the TCPL Foundation met and made a minor adjustment to the Foundation's Articles of Incorporation. Also, it's 990 tax return was completed and electronically submitted by Heman Lawson Hawks LLP. A final activity associated with the

Foundation is its annual appeal fundraising campaign which will focus on a "mini-makerspace" that will be placed in the southwest corner of the Portal. More information about this project will be presented at a later date. Mr. Holman also indicated TCPL's ADMIN office purchased a new postage machine with a yearly maintenance contract. The machine cost just over $5,000. The previous machine was being leased on a quarterly basis. Finally, Mr. Holman noted a couple of items as reminders to the Board. He reminded the Board of a consensus to schedule the second meeting of December on Wednesday, December 18th at 6:00p.m. Next, he reminded the Board of the anticipation to hold elections for Board officers at the same meeting.

There were no **Comments from the Public.** Mrs. Fahey commented positively on the staff/board reception held earlier and stated it was good to meet and interact with staff members. Other Board members agreed.

Mrs. Harper moved to adjourn the regular Board meeting at 7:55 p.m. Mrs. Walton seconded the motion and it carried

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Terry Ashlock, Secretary

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