TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
January 7, 2025

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, January 2, 2025 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Kay Walton, Member

GUESTS
Scott Irvine, President, Friends of TCPL
Greg Helms, Kettelhut Construction, Inc.
Kathy Batz, Finance Controller
Brantly, McCord, Library Assistant
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.

Board Treasurer Stephen Bultinck led the Board in reciting the Pledge of Allegiance.

Board Secretary Terry Ashlock moved the **Board Minutes** of December 3rd, 2024 be approved as presented. Board Vice-President, Connie Harper provided a second and the motion passed. Board member Melissa McCandless moved the **Board Minutes** of December 18th, 2024 be approved as presented. Board member Sallie Fahey provided a second and the motion passed.

Mrs. Fahey moved to approve the January 7th, 2025 **Personnel Actions.** Mr. Bultinck seconded the motion and it passed unanimously.

President Fischer commented briefly on the Human Resources Report prepared by HR Coordinator, Steve Berman. Mr. Fischer indicated the Board appreciates receiving the report and the information on it. The County Librarian spoke briefly about the status of the Communication and Marketing Coordinator and the consideration of changes to how the responsibilities and role will be handled. He also mentioned with the hiring of two youth librarians, we anxiously are looking for a Youth Librarian at Klondike. No action was taken on the report.

There were no **Committee Reports.**

Under **Other Reports,** Kettelhut representative, Greg Helms presented a final report on the renovation project of the Holman Branch. Mr. Helms made several comments related

to the timeline of the project, the collaborative teamwork of the three major partners involved in the project, and a couple of challenges associated with the project. The biggest challenge was the unforeseen limestone issues on the north side of the building and wiring issues. The project is financially closed out and the warranties are in place. The operating manuals are being reviewed by Mattcon and Cordogan Clark. There is one open item related to the replacement of the exterior door on the west side of the building. This should be completed in early February once the materials arrive. Finally, Mr. Helms advised that with construction costs continuing to rise substantially, especially based on labor costs, that TCPL include a reasonable amount of additional funds for any future projects. President Fischer thanked Mr. Helms for the presentation to the Board. No action was taken on this topic.

Also, under **Other Reports,** Friends President, Scott Irvine, gave an update on Friends activities. Mr. Irvine mentioned the Friends Scholarship Committee set their deadline to receive applications and were looking forward to the work. The Friends scholarship application will be online for the first time. Additional background information was provided by the County Librarian. Mr. Irvine mentioned the Book Sale Committee is discussing the continuation (or not) of their "donation days" and guidance for future donation activity since the building's renovation project is completed.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered the January 2025 Surplus List. The County Librarian pointed out the three copiers on the list was connected to the three new copiers in which the Board encumbered funds from the 2024 appropriations. Mrs. Fahey moved to approve the January 2025 Surplus list as presented. Mr. Bultinck seconded the motion and the motion passed.

Under **Other Business,** President Fischer requested a motion to suspend the regular meeting. At 7:26 p.m., Mrs. Fahey moved to suspend the regular meeting and convene the Board of Finance to consider financial matters and routines for 2025. Mr. Bultinck seconded the motion and it passed. The first item of business was to elect a President and Secretary of the Board of Finance. It was suggested the Board President and Board Secretary serve as officers of the Board of Finance. Mr. Bultinck moved to nominate and elect by consensus Grant Fischer as President and Terry Ashlock as Secretary of the Board of Finance. Mrs. McCandless provided a second and the motion passed. Regarding the TCPL Investment Policy, Mrs. Fahey moved to reaffirm the Investment Policy of the Tippecanoe County Public Library with the affirmation of the library's attorney regarding item number five in the section on *Investments*. Mrs. Harper provided a second and the motion passed. Mr. Holman informed the Board of the local banks which served as depositories in 2024. Mr. Bultinck moved to designate the following banks as depositories for library funds in 2025: Old National Bank, First Merchants Bank, and TrustINdiana. Mrs. Harper provided a second and the motion passed. Mrs. McCandless moved that the Lafayette Journal & Courier be approved as the designated newspaper to publish TCPL's legal advertisements in 2025. Mr. Ashlock provided the second to this motion which passed. Mrs. Fahey moved to approve the request for advance tax draws from the County Auditor for the 2025 fiscal year. Mr. Bultinck provided a second and the motion passed. At 7:45 p.m., President Fischer reconvened the regular meeting of the Board.

Continuing under the heading of **Other Business,** Mr. Bultinck moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 1067-1081 prewritten claims totaling $236,874.30 and the regular claims numbered 1-38 totaling $187,601.37 for a grand total of $424,475.67. Mrs. Harper seconded the motion and it passed.

Under the heading of the **County Librarian's Report,** Mr. Holman pointed out several topics. He reminded the Board of the handout regarding the Douglas W. Eberle Non-Profit Boards Governance Series. There was consensus to register for the series and that Mr. Holman would record attendance preferences. Mr. Holman mentioned the February Family Read Aloud theme reflecting the bicentennial celebration of the city of Lafayette. The reading program lasts throughout the month and is similar to the summer reading program with performers, prizes and a reading record. Next, Mr. Holman mentioned TCPL's new service offering access to Dave Bangert's subscription-based blog that covers local news. Based on the agreement with Mr. Bangert, it will only be available inside the library on library owned PCs. Finally, Mr. Holman spoke about the "right of entry" request from Bowen Engineering and the approach to reaching a formal agreement. Bowen is interested in storing large construction materials associated with underground infrastructure installation. There was a general discussion that included understanding TCPL's responsibility in the activity and any financial commitment on Bowen's part. Mr. Holman indicated the library's attorney had been consulted on the matter. With some specific guidance from the Board, Mr. Holman was directed to continue working to finalize the collaboration. Mrs. Fahey expressed interest in the new "Book-A-Librarian" service being offered by the Adult Services Department. Mr. Holman commented briefly on the service as it presently stands and ended his report.

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

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

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

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Terry Ashlock, Secretary

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