TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
February 4, 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 30, 2025 in conformity with the Indiana Open Meeting Act.

PRESENT:
Grant Fischer, President
Stephen Bultinck, Treasurer
Terry Ashlock, Secretary
Sallie Fahey, Member
Melissa McCandless, Member
Kay Walton, Member

ABSENT:
Connie Harper, Vice-President

GUESTS
Emily Frazier, Vice President, Friends of TCPL
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. Board member Melissa McCandless led the Board in reciting the Pledge of Allegiance.

Board member Sallie Fahey moved the **Board Minutes** of January 7th, 2025 be approved as presented. Mrs. McCandless 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 mentioned the report is fluid and often changes from the time it is created until the time of the meeting. He stated a job offer for the Adult Services Librarian was accepted today and interviews for Branch Assistants were already scheduled. President Fischer conveyed an appreciation to Steve for the work being done. No action was taken on the report.

Under the heading of **Personnel Actions,** Board Secretary, Terry Ashlock moved to approve the **Personnel Actions** of February 4th, 2025 as presented. Board Treasurer, Steve Bultinck provided a second to the motion. The motion passed.

Under the heading of **Committee Reports,** President Fischer opened the meeting for **Committee Reports**. As a member of the Personnel Committee, Mrs. McCandless presented information related to several policies. The committee put forward three revised Personnel Code policies for discussion and approval. The committee also introduced several Personnel Code policies to consider for permanent deletion. After discussion and a minor change in one policy, Mrs. McCandless moved to adopt the *Employment at Will, Employment of Relatives*, and *Recruitment and Selection* policies and to remove the *Staff Room*, *Voting Time*, *Social Security and Medicare*, and *Group Life*, *Health*, *Major Medical Insurance*, *Medicare policies*. Board member Kay Walton provided a second to the motion. The motion was approved.

Under **Other Reports,** the County Librarian gave an update on the State Board of Accounts audit for the 2021 and 2022 fiscal years. Mr. Holman commented on areas related to *Internal Controls*, *Monthly and Annual Uploads*, *Capital Assets Listing* and the *Annual Financial Report*. This update was for informational purposes only and no action was taken. Also, under **Other Reports,** Friends Vice-President, Emily Frazier, reported on Friends activities. Mrs. Frazier commented on the approach the Friends will take going forward with community donations. Donations will no longer be accepted at the storage building on Alabama Street. Instead, donations will be accepted and placed on the Holman Branch library's west loading dock. Mrs. Frazier went on to report on upcoming Friends book sales, including the March 7-10 sale at the Holman branch. It is the first time the sale will be held in the building since the renovation started in March 2023. She mentioned book sales with children's materials only will be held in April, August and October. The Friends are planning for their annual meeting which is scheduled for March 18th at 7:00p.m. The Friends Scholarship Committee is currently reviewing the applications it received and will announce awardees at the annual meeting. Finally, Mrs. Frazier indicated one Friends board member has served their maximum terms and will be replaced during the annual meeting. President Fischer thanked Mrs. Frazier for her report.

Under the heading of **Old Business,** the County Librarian provided background about an error related to the 2024 Transfer of Funds. In an effort to create a positive balance in several budget lines, a miscalculation of year-end expenses left a couple of budget lines improperly adjusted. With sufficient balances within the same major budget category, recommended dollar amounts should be transferred to correct negative balances that were improperly adjusted. Mrs. Walton moved to approve the Transfer of Funds Resolution for the 2024 Operating budget. Mr. Bultinck provided a second to the motion. The motion passed.

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

Under the heading of **Other Business,** Mr. Bultinck presented information about the claims listing presented by the County Librarian. Mr. Bultinck stated the prewritten claims are numbered 40-67 with the regular claims numbered 68-112. The prewritten claims totaled $323,121.58 and the regular claims are $172,742.48 for a grand total of $495,864.06. Mr. Bultinck moved to approve the claims as presented. Mr. Ashlock seconded the motion and it passed.

Also, under **Other Business,** Mr. Holman highlighted a few items from the County Librarian's Report. He mentioned the TCPL Foundation's Annual Appeal has received over $10,000 in gifts from over 80 donors. Also, for the Foundation, the Office of the Secretary of State approved the Foundation's revised Articles of Incorporation. Mr. Holman shared the 2025 Dr. Martin Luther King, Jr. program went well with a standing room only audience of 140 people. The program received good media coverage with Star City News, Dave Bangert's column and the city of Lafayette Facebook page. Finally, Mr. Holman noted the conclusion of the negotiation with Bowen Engineering regarding storage of equipment on the land near Wea Prairie. He also noted a "basic corrective action plan" was filed with the SBOA.

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

Under **Comments from the Board,** President Fischer read comments from Vice President Connie Harper, positively commenting on "consistent efforts of TCPL employees to

provide engaging programs" and the "continued growth of the Outreach programs/visitations."

Mrs. McCandless moved to adjourn the regular Board meeting at 7:47 p.m. Mrs. Walton seconded the motion and it carried.

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Terry Ashlock, Secretary

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