TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 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, February 27, 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
Kay Walton, Member

ABSENT:

GUESTS
Kathy Batz, Finance Controller
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 Treasurer, Steve Bultinck led the Board in reciting the Pledge of Allegiance.

Mr. Bultinck moved the **Board Minutes** of February 4th, 2025 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 and noted that the list was much shorter this month. The County Librarian stated multiple interviews and a hiring spree helped to shorten the list. Mr. Holman mentioned finding a Youth Librarian to fill the vacant position at Klondike is the biggest challenge. No action was taken on the report.

Under the heading of **Personnel Actions,** Board member, Melissa McCandless moved to approve the **Personnel Actions** of March 4th, 2025 as presented. Mr. Bultinck provided a second to the motion. The motion passed.

Under the heading of **Committee Reports,** Connie Harper, Vice President and Chair of the Personnel committee, presented several policies for consideration and action. Mrs. Harper started with the newly created *Disciplinary Actions* policy. This policy represented a compilation of policies previously covering reprimands, suspensions and discharge. There was quite a bit of discussion involving the wording of the new policy with the idea of achieving clarity for TCPL staff. Mrs. Harper moved to approve the *Disciplinary Actions* policy as presented without any changes. Mrs. McCandless provided a second to the motion. The motion passed 5 to 1. Mrs. Harper briefly presented the revised *Retirement* policy and recommended the removal of the *Furlough* policy. Board member, Sallie Fahey

moved to remove the *Furlough* policy and approve the revised *Retirement* policy. Board member Kay Walton seconded the motion. The motion passed unanimously.

Under **Other Reports,** no elected officer of the Friends of TCPL was present to share information. The County Librarian mentioned the Friends Annual Meeting is scheduled for Tuesday, March 18 at 6:30 p.m. and encouraged Board members to attend. There were no other topics under **Other Reports**.

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

Under the heading of **New Business,** the Board considered the topic of Outstanding Warrants. The County Librarian provided background on the responsibility for the Board to act on Outstanding Warrants. By Indiana Code, the Board has the authority to approve a list of outstanding check warrants that TCPL can void and deposit the dollar amounts back into the fund the check was originally written against. The primary criteria is that the check is two years old and uncashed. The County Librarian cited two references in the Indiana Code. Mr. Bultinck moved to approve the Outstanding Warrants list as presented. Mrs. Walton provided a second to the motion and the motion passed. The Board went on to discuss the status of TCPL's Strategic Plan. With the Indiana State Library **Annual Report,** TCPL must confirm it has a current strategic plan. The County Librarian shared the "Action Plan" of the current plan and pointed out items that were complete and items to carry into 2025. Having held management team discussions on this topic, the County Librarian put forth a two-part recommendation going forward. The first part would adopt the three strategic directions of the outdated plan as the key tenets of a modified plan, then adopt the goals and action steps to serve as the interim 2025 strategic plan. The second part is to take the fall of 2025 to develop a new strategic plan for 2026 going forward. Mrs. Fahey moved adoption of the Goals and Action Plan document and in the fall begin development of a new strategic plan for 2026 and beyond. Mr. Bultinck was the seconder to the motion. The motion passed unanimously.

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 113-144 with the regular claims numbered 145-190. The prewritten claims totaled $356,725.50 and the regular claims are $103,881.35 for a grand total of $460,606.85. Mr. Bultinck moved to approve the claims as presented. Mrs. Walton seconded the motion and it passed.

Also, under **Other Business,** Mr. Holman highlighted a few items from the County Librarian's Report. He noted the Stein Family Building has occasionally experienced water problems in the basement under MatchBOX. Twice over the past three months, AccuDig from Kokomo has removed water from the basement. The exact problem has been identified with necessary repairs estimated at $17,000. Because part of the repair includes cutting out a section of Alabama Street, the repair needs to take place in the spring when asphalt is available. The repair is expected to be scheduled during the month of March. We have communicated with and intend to coordinate with the city of Lafayette to have the street repaired. Next, Mr. Holman mentioned TCPL engaged a different company, SWANK Movie Licensing USA, for its "public performance" film license used in programming. In the past, this license was paid for by the Friends of TCPL, but because the new price is almost three times the cost of the company TCPL previously used, the cost will be included in TCPL's Operating budget. The new license goes into effect on March 19th and will be renewed on an

annual basis. Finally, Mr. Holman shared TCPL received two formal book challenges over the past 45 days along with one informal comment. The books were shelved in the youth sections at the Wyandotte and Klondike Branch. Utilizing the process in the *Collection Development Policy,* the library customer received a written acknowledgment of their challenge along with background information about the title, professional reviews of the title and indications where other libraries placed the book in their collection. No more activity will occur until further contact is initiated by the library customer.

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

Under **Comments from the Board,** Mrs. Fahey mentioned she was contacted by a Purdue University student who wanted to know more about TCPL and its connection to textbooks. The student is interested in helping to ease the financial burden for other students regarding textbooks and hoped to collaborate with TCPL. There was no Board discussion on the topic. Mrs. Fahey will encourage the student to contact the County Librarian.

Mrs. McCandless moved to adjourn the regular Board meeting at 8:10 p.m. Mrs. Walton seconded the motion and it carried.

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Terry Ashlock, Secretary

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