TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
April 1, 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, March 27, 2025 in conformity with the Indiana Open Meeting Act.

PRESENT:
Grant Fischer, President
Connie Harper, Vice-President
Melissa McCandless, Member
Kay Walton, Member

ABSENT:
Stephen Bultinck, Treasurer
Sallie Fahey, Member
Terry Ashlock, Secretary

GUESTS
Ariana – Community Member
Jos N. Holman, County Librarian

President Grant Fischer chaired the regular Board meeting and called it to order at 7:03 p.m. A quorum was declared to conduct business for the library. Board Vice President, Connie Harper led the Board in reciting the Pledge of Allegiance.

Board member, Melissa McCandless moved the **Board Minutes** of March 4th, 2025 be approved as presented. Board member, Kay Walton 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 that filling the Youth Librarian position at Klondike is likely the greatest need and that it has been a bit surprising the Courier position was not quickly filled. President Fischer commented on his appreciation of Steve Berman's creation of the list. No action was taken on the report.

Under the heading of **Personnel Actions,** Mrs. Walton moved to approve the **Personnel Actions** of April 1st, 2025 as presented. Mrs. McCandless 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, indicated the committee reviewed a couple of policies that needed to be brought before the Board. Mrs. Harper started with the newly revised *Worker's Compensation* policy. There was a brief discussion about the internal process used by TCPL if an injury occurred. There were questions about who files the report. The County Librarian provided background information related to both topics. Mrs. Harper moved to adopt the *Worker's Compensation* policy as presented. Mrs. McCandless provided a second the motion and it passed. Mrs. Harper moved on to the revised *Family Medical Leave Act* (FMLA) policy. The Board discussed various aspects of how FMLA is used, especially as it relates to the number of hours for eligibility and hours for use. After discussion, Mrs. Harper moved to approve the FMLA policy. Mrs. Walton seconded the motion and the motion passed. Mrs. Harper went on to request the Board consider removal of the *Corporate*

Credit Card policy. Mrs. Walton moved to delete the policy from the Employee Handbook. Mrs. Harper seconded the motion. The motion passed.

No officer of the Friends of TCPL was present to share information under **Other Reports.** The County Librarian shared a few comments about the Friends Annual Meeting which took place Tuesday, March 18th. He mentioned there was an estimated 35-40 people in attendance with several of them attending their first annual meeting. The varied refreshments and celebration cake were a big hit. The Friends provided educational scholarships to six TCPL staff members. There were no other topics under **Other Reports.**

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

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

Under the heading of **Other Business,** with the absence of Treasurer, Steve Bultinck, Mrs. Walton presented information about the claims listing presented by the County Librarian. Mrs. Walton noted the prewritten claims are numbered 191-219 with the regular claims numbered 220-257. The prewritten claims totaled $362,329.48 and the regular claims totaled $106,210.52 for a grand total of $468,540. Mrs. Walton 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 noted Human Resources Coordinator, Steve Berman initiated a Human Resources (HR) interest group among Indiana public library HR professionals. Steve expects to facilitate their March 28th meeting via Zoom. After discussing a couple of topics, the group will decide if it will continue. More than 10 HR staff members from other libraries are expected to attend. Next, Mr. Holman reported several meetings were held with either school principals or their designees to find out how TCPL can engage their students with more programming, especially with local elementary schools. Both Divisional Librarian, Marlene Darnell and Head Youth Librarian, Maggie Andrejko are conducting these meetings. These meetings were initiated to determine why local school participation has significantly dropped during TCPL children's author and illustrator visits. This information will continue to be gathered.

Apart from the written County Librarian's Report, Mr. Holman indicated he had a scheduling conflict with the May 6th Board meeting. After the explanation of Mr. Holman's involvement with the community event at the Long Center, the Board decided to reschedule the May 6th Board meeting to May 13th. In a separate activity, the County Librarian mentioned he would miss the April 9th staff meeting because of required travel. Mr. Holman wanted to hear the Board's opinion on cancelling the monthly staff meeting or having department heads conduct it. The Board President suggested, with Board consensus, the meeting be held with the department heads managing it. Finally, Mr. Holman shared comments and observations about trends related to library use by individuals experiencing homelessness. Recently, the circumstances seem to be a bit different with a couple of individuals having service animals with them and also individuals hauling more things with them.

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

Under **Comments from the Board,** a question was asked about the encumbrance line that reflected a payment with Midwest Tape. The County Librarian explained a replacement check needed to be written and AVC directed TCPL to handle it this way. There was no penalty for the delayed payment nor an adverse impact on TCPL books.

Mrs. Harper moved to adjourn the regular Board meeting at 7:49 p.m. Mrs. Walton seconded the motion and it carried.

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Connie Harper, Vice-President

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