TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

June 3, 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, May 29, 2025 in conformity with the Indiana Open Meeting Act.

PRESENT:
Grant Fischer, President
Connie Harper, Vice-President
Terry Ashlock, Secretary
Sallie Fahey, Member
Melissa McCandless, Member
Kay Walton, Member

ABSENT:
Stephen Bultinck, Treasurer

GUESTS
Brantly McCord, Staff 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, Kay Walton moved approval of the May 13th executive session minutes. Mrs. Harper seconded the motion. The motion passed. Board member Melissa McCandless moved the **Board Minutes** of May 13th, 2025 be approved as presented. Mrs. Walton provided a second to the motion. The motion passed.

President Fischer presented the Human Resources Report prepared by HR Coordinator, Steve Berman. He mentioned the list is getting shorter and indicated it was great that the Klondike Youth Librarian position is filled. The County Librarian mentioned that challenges continue in filling the Courier position. No action was taken on the report.

Under the heading of **Personnel Actions,** Mrs. Walton moved to approve the **Personnel Actions** of June 3rd, 2025 as presented. Mrs. McCandless provided a second to the motion. President Fischer noted the shortness of the report. The motion passed.

The County Librarian asked President Fischer to modify the agenda to allow a staff presentation. So, under the heading of **Other Reports,** Youth Librarian, Cc Nguyen made a presentation about the Youth Summer Reading Program (SRP). Cc provided information about the sign-up prizes, the total number of registrations, the special performers, and the accompanying paperwork. The Board thanked Cc for the presentation. As part of the SRP, the County Librarian shared the SRC video developed, performed and produced by youth services staff. The Board was very appreciative to Cc's presentation and enjoyed the video.

Moving to **Committee Reports,** Mrs. Harper, as chair of the Personnel Committee shared information on three specific revised policies. Mrs. Harper briefly explained the minor changes in the *Overtime Pay* policy. After a brief discussion, Mrs. Harper moved to

approve the revised *Overtime Pay* policy. Mrs. Walton provided a second and the motion passed. Mrs. Harper went on to present the revised *Performance Review* policy. With very little discussion, Mrs. Harper moved to approve the revised *Performance Review* policy. Board Secretary, Terry Ashlock seconded the motion. The motion carried. Finally, Mrs. Harper put forward the revised *Outside Employment* policy. With no suggested changes to the *Outside Employment* policy, Mrs. Harper moved to approve the revised policy as presented. Mrs. McCandless provided a second to the motion. The motion passed.

No representative of the Friends of TCPL was present to share information under **Other Reports.**

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

Under the heading of **New Business,** the Board considered two topics. First, the County Librarian presented background information explaining the need for the Board to review its bylaws in accordance with Indiana State Library guidelines. There were a couple of questions and a brief discussion of the necessary task. Board member, Sallie Fahey moved to approve, without amendment, the Bylaws of the Board of Trustees of the Tippecanoe County Public Library. Mrs. Walton seconded the motion. The motion passed. The second topic was related to a review of TCPL's Computer Policy. This policy guides the use of the internet on public computers. This review is connected to the 2024 Indiana State Library standards annual report submission. The County Librarian recommended a brief review now with a further review expected this fall with a few recommended changes from TCPL's Management Team. No action was taken on this topic.

Under the heading of **Other Business,** Mr. Bultinck had to leave prior to the start of the meeting so Mrs. Walton and Mrs. McCandless jointly presented information about the claims listing. Mrs. Walton stated the prewritten claims are numbered 334 to 365 with the regular claims numbered 366 to 404. The prewritten claims totaled $344,532.47 and the regular claims totaled $272,170.77 for a grand total of $616,703.24. Mrs. Harper moved to approve the claims as presented. Mrs. Walton seconded the motion and it passed.

Also, under **Other Business,** Mr. Holman highlighted a couple of items from the County Librarian's Report. Regarding facilities, he reported there are mechanical issues with two original (1989) air conditioner units at the Holman Branch Library. These air conditioners produced cooling in the meeting rooms and lobby area. After reviewing two quotes, TCPL is scheduling the installation of two new air conditioners with Anderson Heating and Cooling. The repair will cost just under $25,000 and will take two days. Mr. Holman also mentioned the implementation date to start the software-based signup of TCPL's study rooms and pods by library customers will be delayed as we continue to work through some of the logistics. We want to ensure a consistent application of this approach at all TCPL buildings. The changes will be delayed and not start on June 1st as planned. An update will be provided to the Board at a later date.

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

Under **Comments from the Board,** Mrs. McCandless mentioned she sees an uptick in TCPL's presence on social media. Other Board members commented positively on this topic.

Mrs. Fahey moved to adjourn the regular Board meeting at 7:53 p.m. Mrs. Walton seconded the motion and it carried.

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Terry Ashlock, Secretary

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