TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

August 5, 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, July 31, 2025 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Stephen Bultinck, Treasurer
Sallie Fahey, Member

GUESTS
Brantly McCord, Staff member
Lily Pendleton, Staff member
Jos N. Holman, County Librarian

President Grant Fischer chaired the regular Board meeting and called it to order at 7:26 p.m. Prior to the regular Board meeting, an Executive Session was held. No action was taken in the Executive Session. A quorum was declared to conduct business for the library. Board member, Melissa McCandless led the Board in reciting the Pledge of Allegiance.

Mrs. McCandless moved the **Board Minutes** of July 1st, 2025 be approved as presented. Board Vice-President, Connie Harper, provided a second to the motion. The motion passed.

President Fischer briefly presented the Human Resources Report prepared by HR Coordinator, Steve Berman. It was a very short report and there were no additional comments about the report. President Fischer verbalized a "note of thanks" to Mr. Berman. No action was taken on the report.

Under the heading of **Personnel Actions,** Board Secretary, Terry Ashlock, moved to approve the **Personnel Actions** of August 5th, 2025 as presented. Board member, Kay Walton provided a second to the motion. The County Librarian commented on a change in pay rate for one employee and the longevity award for another employee. The vote was taken and the motion passed.

Under the heading of **Committee Reports,** Board Treasurer, Stephen Bultinck, shared a written report from a Finance committee meeting held the previous week. Mrs. Walton commented briefly on the report. Mr. Bultinck's report is reflected in the following sentences: "Jos did a great presentation on the preliminary budget and the plan looks very good from the Finance Committee perspective. Finance committee discussed issues regarding the future expansion with a new facility, the impact on the tax rate and how to potentially restructure the existing bonds or just the 2019 bond to refinance at a lower rate freeing up cash flow as we move forward. Big key to the budget presentation will be receiving the assessed value report from the County which is a bit late in being released.

Our overall position with the budget and the supporting tax rate looks very good." There were no comments on the report.

For the Personnel committee, Mrs. Harper indicated the committee discussed the pay of an employee. Mrs. Harper moved to provide a 4% increase in pay, retroactive to January 1, 2025 for the employee. Mrs. Walton provided a second to the motion and the motion passed. Mrs. Harper mentioned future work of the committee will focus on the compensation and wage study.

Under the heading of **Other Reports,** no report was presented regarding the Friends of TCPL. Continuing under **Other Reports,** the County Librarian shared his observations on 2025 Second Quarter statistics. Mr. Holman pointed out several categories of the single page report that compared 2025 to 2024. He pointed out the impact of the renovation project, especially as it related to the availability of the meeting rooms. User and Usage stats modestly increased while checkouts by print decreased by an average of 5%.

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

There were two items to consider for **New Business.** First, the August 2025 Surplus List was considered. The County Librarian presented an updated list that contained several electronic items. Mr. Ashlock moved to approve the updated August 2025 Surplus List. Mrs. McCandless seconded the motion. The motion passed. Next, the Board considered a recently submitted "unpaid leave request" from an employee who previously was approved to be on leave for medical related reasons. The employee's anticipated return to work will be delayed by another week. Mrs. Walton moved to approve the request for an "unpaid leave of absence" for the employee. Mr. Ashlock provided a second to the motion. The motion passed.

Under the heading of **Other Business,** Mrs. Walton presented information on the August 5th, 2025 Claims Listing. She inquired about a gap in the claims starting with claim number 488. Once the County Librarian explained, by referring to a supplemental document, Mrs. Walton continued with the presentation. She indicated the prewritten claims were numbered 477-507 and the regular claims numbered 508-558. The prewritten claims totaled $460,175.66 and the regular claims totaled $238,355.66 for a grand total of $698,531.32. Mrs. Walton moved to approve the claims as presented. Mrs. McCandless seconded the motion. The motion passed.

Under the heading of the **County Librarian's Report,** Mr. Holman commented on two items from his report. He mentioned purchase orders were created for the equipment in TCPL's "mini-maker space". Two rooms in the southwest corner of the Portal at the Holman Branch will be used for this new service. During the "Covid years", these rooms functioned (and still do) as individual study rooms. With the pods installed during the renovation, the repurposing of the study rooms can be made without any negative impact on library service. Regarding facilities, Mr. Holman indicated the project of the installation of the new air conditioners at the Holman branch is finally completed. Once the new coil was installed, the new units efficiently cooled TCPL's meeting rooms.

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

Under **Comments from the Board,** Mr. Ashlock updated Board members on the land search for a future branch in the northern part of Tippecanoe County. Mr. Ashlock updated the Board on the initial communication with the organization interested in leasing part of the land it owns. A meeting between TCPL's Facilities committee and representatives of the organization was held on July 18th to further explore a collaboration with the organization. Mr. Ashlock and President Fischer shared their observations from the meeting. After discussion, there was Board consensus to request to purchase land, instead if leasing it. The County Librarian shared information from Kettelhut confirming the amount of land needed to build a 14,000 square foot building. After more discussion, it was decided that Mr. Ashlock should inform the organization of the library's stance prior to the next meeting on August 15th. No action was taken on this topic.

Mrs. Harper moved to adjourn the regular Board meeting at 8:30 p.m. Mrs. Walton seconded the motion and it carried.

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Terry Ashlock, Secretary

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