TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
April 1, 2014

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 Friday, February 28th, 2014 in conformity with the Indiana Open Meeting Act.

PRESENT:
Dinah McClure, President
Mida Grover, Vice-President
Brandon Hawkins, Secretary
Steve Bultinck, Member

ABSENT:
Ed Perez, Treasurer
Gail Summers, Member
Lora Goonewardene, Member

GUESTS
Audrey Burghardt, Friends President
Iris Huang, Purdue Student
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Dinah McClure chaired the regular Board meeting and called it to order at 7:39 p.m.

A quorum was declared to conduct business for the library.

Board member Steve Bultinck led the Board in reciting the Pledge of Allegiance.

Board Vice President Mida Grover moved the **Board Minutes** of March 4th, 2014 be approved as presented. Mr. Bultinck provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several system items and activities for the Board. Mr. Holman announced that TCPL will officially participate in the Friends of Downtown "Unseen City Tour" on Thursday, May 15th from 4:00-7:30p.m. The Technical Services department in the Stein Building will be open for tour participants to stop in and see what goes on behind the scenes with material acquisition, cataloging, and processing. MatchBox is also a stop on the tour and is actually the starting point for the tour. Mr. Holman mentioned that TCPL recently

received excellent media coverage about special programs. The "Bracketology" program on March Madness was featured on WLFI TV-18. Also, WLFI TV-18 aired an in-studio interview about the slumber party at the library with children's favorite stuffed animals. Previously, the TGIF section showcased TCPL's program about the 50th anniversary of the Beatles and the Minecraft program which was attended by 75 elementary age children during spring break. He mentioned the excellent coverage can be credited to communications staff and others working with the media. Mr. Holman reported April will be one of the busiest months for TCPL as we celebrate National Library Week (NLW) April 13-19th and host several programs to highlight National Poetry Month. During NLW, TCPL staff members will greet customers and offer give-away items throughout the week and also hold an "open house" at each building. Special programs during the week include Amy Krouse Rosenthal and an LSO Cushion Concert. Poetry activities include the annual TCPL Poetry Contest, Looseleaf Workshops highlighting poetry, poet Marianne Boruch and two authors. A copy of the fliers highlighting these programs was given to Board members. Finally, the County Librarian reported on a couple of matters related to the Campus Library. Ivy Tech electricians installed a light switch for the main floor lights. This is a temporary fix to the ongoing first floor lighting situation where some lights come on and some do not. This adjustment allows staff to manually turn the lights on and off and insures the lights are only on when needed. Also, the Ivy Tech staff has installed a closed circuit TV camera near the front entrance of the building to assist with confirmation of unusual situations as customers enter and exit the building.

Board Secretary Brandon Hawkins moved to approve the April 1st, 2014 **Personnel Actions.** Mrs. Grover provided a second to the motion and the motion passed.

There were no **Committee Reports.**

Under the heading of **Other Reports,** Friends of TCPL President Audrey Burghardt mentioned a few items about recent Friends activities. Mrs. Burghardt shared the most recent booksale started with just under 700 boxes but still netted almost $16,000 in total sales. The Friends were very satisfied with the sale. Mrs. Burghardt reported their recent annual meeting had a good turnout in terms of attendance. The meeting was dedicated to the memory of Joyce Bentley who passed away earlier this year. For several years, Ms. Bentley was a key volunteer processing membership renewals. Also, at the meeting, seven scholarships were given to TCPL staff and tickets were sold for the Friends 50th Anniversary dinner scheduled for Saturday, October 18th. Finally, Mrs. Burghardt announced the next Friends sale is scheduled for June 14-16th.

Also, under **Other Reports,** the County Librarian provided informational reports on two topics. No Board action was taken on either topic.

For the first topic, Mr. Holman presented the results of staff ideas and suggestions for the Friends 50th Anniversary Gift. He pointed out that a few of the ideas were operational in nature and would be relatively inexpensive in comparison to the anticipated gift. Also, a couple of the suggestions were already completed. Of the remaining ideas/suggestions, there are several projects that need further exploration and cost estimates. Some, but not all the projects meet the high-profile expectation of the Friends. Friends President Burghardt indicated the Friends would really like to see a project that is noteworthy and easily identified as a Friends activity. Mr. Holman mentioned that after the list is narrowed down, it would likely go to the Board's Facilities committee for further review and to develop a recommendation for the full Board.

For the second topic, Mr. Holman provided an administrative perspective of the 2014 operations budget and its status. Overall, the budget is on target after the first quarter with just 23% spent. There are a few minor budget lines (Repair and Maintenance, Printing and Advertising, and Dues) that are overspent along with several major budget lines (Group Insurance, Books, and Repair and Maintenance Supplies) that are underspent at this time. A couple of budget lines (Other Personnel Services, Other Professional Services and Gas) have been heavily used and will potentially be overspent by the end of the third quarter. Overall, TCPL is okay financially and everything should work out with year-end adjustments to overspent budget lines.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered just one item, an April Surplus List. On a regular basis, the TCPL Automation staff maintains a list of surplus computer equipment that is outdated or unrepairable and has been replaced by newer equipment. The April list was mostly composed of older computer monitors, older computers and a few printers. A copy of the surplus list was provided to the Board in their packet. Mr. Hawkins moved to approve the April Surplus list as presented. Mrs. Grover provided a second to the motion and the motion passed.

Under the heading of **Other Business,** Mr. Hawkins moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 21978 through 22083. The prewritten claims totaled $267,056.50 and the regular claims totaled $186,038.38 for a grand total of $453,094.88. Mrs. Grover seconded the motion and it passed.

There was no **Other Business.** President McClure shared that Denise Albrecht, the spouse of Foundation Board Member Tony Albrecht, recently passed away and that a sympathy card was available for Board members to sign.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:15 p.m. Mrs. Grover seconded the motion and it carried.

_____

Brandon Hawkins, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.