

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
August 4, 2015

MINUTES

The monthly Board meeting was held in the Media Center at Wyandotte Elementary School located at 5865 E. 50 South, Lafayette, IN. 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 30, 2015 in conformity with the Indiana Open Meeting Act.

PRESENT:

Dinah McClure, President
Mida Grover, Vice-President
Gail Summers, Member
Dave Lahr, Member
Lora Goonewardene, Member

ABSENT:

Brandon Hawkins, Secretary
Steve Bultinck, Treasurer

GUESTS

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

Prior to the Board meeting, the groundbreaking for the new East branch library was held at the corner of 50 South and 550 East.

President Dinah McClure chaired the regular Board meeting and called it to order at 5:08 p.m. A quorum was declared to conduct business for the library.

Board Vice-President Mida Grover led the Board in reciting the Pledge of Allegiance.

Board member Dave Lahr moved the **Board Minutes** of July 7th, 2015 be approved as presented. Mrs. Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few items of interest for the Board. He reported on several facilities activities over the past four weeks. The second phase of condenser coils were replaced in two 15-ton air conditioning units at the Campus library. The work was done by Schomer's Plumbing and Heating at a cost of \$17,293. Also, related to facilities, the white storage building next to the Alabama Street employee parking lot was pressure washed to eliminate all the built up discoloration. Previously, the weeds were removed from the alley of the building and the parking lot grassy areas. The facility's appearance is much improved. Finally, more than a dozen adult chairs have had their upholstery cleaned and the wood frame re-glued in July. These chairs are used primarily in the

reference area. Mr. Holman mentioned two more entities committed gifts to the East branch construction project. Lafayette Bank and Trust committed \$10,000 toward the project over the next two years. Also, Kroger Grocery Stores donated \$5000 to the project. Amy Paget continues to take the lead on these gift requests. Mr. Holman provided a document showing estimated costs of the East branch project and the funding already secured. The document also shows where else TCPL might seek additional funding. Finally, the County Librarian mentioned a couple of resignations. Klondike Branch Manager Kate McLean tendered her resignation and will leave Indiana for a school librarian position in Illinois. Kate has successfully led the Klondike staff for more than four years. An interim branch manager will be appointed. The branch manager vacancy has been advertised statewide and also nationally. Also, Processing Leader, Mia Martini resigned. Mia worked for several years at Klondike and the past 3 years in Technical Services. We wish them both well in their new endeavors.

Mrs. Grover moved to approve the August 4th, 2015 **Personnel Actions**. Board member Gail Summers provided a second to the motion and the motion passed.

Under the heading of **Committee Reports**, as Foundation Liaison, President McClure noted a Foundation board meeting is scheduled for August 11th, at 7:30 a.m. The sole topic is the library Board's formal request for \$400,000 to assist with the East branch construction project. President McClure will update the Board on the results of the meeting.

Facilities committee member Dave Lahr reported on the recent Facilities committee meeting about the East branch construction project. There is an effort to "value engineer" several items to decrease the contract by \$20,000 - \$40,000. Mr. Lahr highlighted a few of the items being considered.

There was not a Finance committee report.

Under the heading of **Other Reports**, no Friends report was given. The County Librarian used this heading to lead a discussion of the draft 2016 operating budget. Board members had the opportunity to consider changes and reallocations in comparison to the previous, current, and the upcoming fiscal year. Mr. Holman pointed out increases in specific budget lines. He also talked about the maximum tax levy, the estimated tax rate, and the total for the 2016 operating budget. There is an opportunity for an increased transfer to the Library Improvement Reserve Fund. Finally, Mr. Holman reminded the Board of future key dates in the budgeting process.

Under the heading of **Old Business**, the Board considered the East branch construction project. Though the Board awarded the bid to the lowest most responsive bidder, the actual AIA contract was still waiting for the attorney's review before being signed. Attorney Bob Bauman reviewed the contract and its supplementary documents. He met with Alex Gonzalez of

Kettelhut to make sure TCPL interests are clearly protected. Several changes were made but now everything is in order and Mr. Bauman supported the Board signing the contract. Mrs. Grover moved to approve the AIA contract with Mattcon General Contractors for construction of the East Branch. Board member Lora Goonewardene seconded the motion. The motion passed.

Under the heading of **New Business**, the County Librarian turned the Board's attention to the list of surplus computer equipment maintained by TCPL's Automation staff. The equipment is either outdated or unrepairable. Most of the items were replaced by newer computer equipment. The August list was mostly composed of computer and monitors with a few miscellaneous items. Mrs. Goonewardene moved to approve the August Surplus List as presented. Mrs. Grover provided a second to the motion. The motion passed.

Also under **New Business**, the County Librarian reaffirmed the first external step in the budget process using the 2016 Budget Process and Timeline outline. Mr. Holman reminded the Board there is no requirement to publish the budget in local newspapers. Instead, online submission of Form 3 is required to notify taxpayers of the intent to adopt budgets. The information is required to be submitted by September 14. With Board consensus on the total amount for each fund, key dates and the tax rate, Mr. Holman stated he will post the public notification of budget hearings and adoptions via Gateway, the Department of Local Government Finance website. No Board action was taken on this topic.

Under the heading of **Other Business**, Mrs. Goonewardene moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 23711 through 23816. The prewritten claims totaled \$268,211.93 and the regular claims totaled \$126,180.93 for a grand total of \$394,392.85. Mrs. Grover seconded the motion and the motion passed.

Also under **Other Business**, the County Librarian suggested a communication be sent to Ivy Tech regarding the recent equipment improvements. The Board agreed and Mr. Holman indicated the Managing Librarian at Campus would work on a document.

Mrs. Goonewardene moved to adjourn the regular Board meeting at 6:00 p.m. Mrs. Grover seconded the motion and it carried.

Mida Grover, Vice-President

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