TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
August 1st, 2017

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 27, 2017 in conformity with the Indiana Open Meeting Act.

PRESENT:
Mida Grover, President
Stephen Bultinck, Treasurer
Gail Summers, Secretary
Dinah McClure, Member
Dave Lahr, Member
Brandon Hawkins, Member

ABSENT:
Lora Goonewardene, Vice-President

GUESTS
Jos N. Holman, County Librarian
Frank Niemiec, Friends President

President Mida Grover chaired the regular Board meeting and called it to order at 7:33 p.m. A quorum was declared to conduct business for the library.

Board member Dinah McClure led the Board in reciting the Pledge of Allegiance.

Ms. McClure moved the **Board Minutes** of July 5th, 2017 be approved as presented. Board Treasurer Stephen Bultinck provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman pointed out a few items from his report. Mr. Holman indicated an auditor from the Indiana State Board of Accounts started auditing TCPL financial records on July 26. He is expected to be at TCPL for a minimum of four weeks and instead of a full audit he will conduct an "audit examination" covering the years of 2010 through 2016. An "entrance interview" involving the Board Treasurer and President, and the County Librarian took place early in the process. Mr. Holman mentioned the Klondike 10th anniversary celebration went fairly well. More than 100 people attended the activity. The Klondike ice cream bars were well received and storyteller Lou Ann Homan had 45 people enjoying her stories. Board members made a few comments about the anniversary celebration. Also, Mr. Holman reminded the Board, Klondike will initiate its RFID conversion process late this summer with the idea of completing the project by year's end. Neal Starkey was named as interim branch manager filling in for Klondike Branch Manager Nocha Flick who resigned in mid-July. Finally, Mr. Holman reported there appeared to be an act of vandalism at the Stein Building. In late June, TSD staff members discovered a broken window on the alley side of the building. Because it was a double-pane window, the inside of the building remained

intact while the repair took place. The window was replaced by Lafayette Glass at a cost of $877. There was damage to the Mobile Library electrical shoreline during the same time. It was repaired as well. Mr. Bultinck suggested additional video camera surveillance equipment be considered, including basic coverage at the entrances of library branches. Mr. Holman responded TCPL is already reviewing quotes for replacing cameras at the downtown library for more sophisticated technology.

Board Secretary Gail Summers moved to approve the August 1st, 2017 **Personnel Actions.** Board member Brandon Hawkins seconded the motion and it passed unanimously.

There were no **Committee Reports.** However, Foundation Liaison Dinah McClure shared information from a July 20th meeting of the TCPL Foundation board of directors. Ms. McClure reported the Foundation decided three specific things:

1. The Foundation will establish an endowment with the Community Foundation of Greater Lafayette. The initial endowment amount of $20,000 was raised in the most recent annual appeal.
2. The Foundation will issue a request for proposals (RFP) to local professionals to perform investment services for the Foundation.
3. Foundation board members discussed possible approaches to the 2017-2018 annual appeal. County Librarian, Jos N. Holman, recommended the annual appeal theme build on last year's theme to continue to grow the new endowment. There was consensus on this approach by Foundation board members.

Ms. McClure finished her report and indicated the Board would be updated on the progress of these activities.

Under the heading of **Other Reports,** Friends President Frank Niemiec announced the upcoming special children's book sale on Saturday August 26. Mr. Niemiec handed out a flyer with details on the activity. He also indicated he planned to directly visit the media person at each elementary school to make sure teachers knew about the sale and the discount available to them. Mr. Niemiec also reported the most recent book sale brought in more than $13,000. Though this amount was down from the normal book sale revenue, the Friends were still pleased with this result. Friends' volunteers are presently sorting books for their next sale.

There was no **Old Business**.

Under the heading of **New Business,** the County Librarian reviewed a document outlining the 2018 budget process. Mr. Holman mentioned the importance of the official advertisement of the 2018 budget. The advertisement includes the estimated tax rate, the maximum levy, dates for the public hearing and dates for the budget adoption. TCPL will utilize the Operating budget and a Bond and Interest Redemption Fund budget. The advertisement is submitted online via DLGF's Gateway system. Ms. McClure moved to approve the 2018 budget outline as presented. Mrs. Summers seconded the motion and it passed.

Under the heading of **Other Business,** Mr. Bultinck moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 26365 through claim number 26468. The prewritten claims were $250,297.59 and the regular claims were $520,035.10 for a grand total of $770,332.69. Ms. McClure seconded the motion and it passed.

Under **Comments from the Board,** Ms. McClure asked about the 2nd Quarter Report on Library Statistics. A general discussion ensued with board members making comments and asking questions which were answered by the County Librarian. Mr. Holman stated the 3rd Quarter Report on Library Statistics will clearly show any impact of the changes made in circulation limits enacted July 1st.

The County Librarian requested to speak to the Board. He reminded the Board of the September 15th Strategic Advance. The activity will take place from 4-7 p.m. with dinner provided. Mr. Holman continues to work on finalizing a place and will provide the location at a later date. Mr. Holman indicated there are several topics that require Board input and consideration. He requested three of the Board committees, Finance, Facilities and Personnel meet sometime during the month of August to begin work on these topics. Finally, Mr. Holman informed the Board that Treasurer Stephen Bultinck was signing the $400,000 check to pay back the reimbursable grant to the TCPL Foundation. The check comes from the TCPL flexible spending account using dollars separate from TCPL's operating funds.

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

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Gail Summers, Secretary

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