TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
January 05, 2016

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 Wednesday, December 30, 2015 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Lora Goonewardene, Vice-President

GUESTS
Frank Niemiec, Friends Vice-President
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Mida Grover chaired the regular Board meeting and called it to order at 7:31 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 December 1st, 2015 be approved as presented. Board Treasurer Steve Bultinck seconded the motion and the motion passed. Board member Dave Lahr moved the **Board Minutes** of December 17th, 2015 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 items for the Board. Mr. Holman presented a copy of TCPL's first four color edition of the Pocket Edition Newsletter to make sure Board members had seen it. Local graphic artist Natalie Powell designed the layout. Mr. Holman stated that coincidentally, TCPL's first full-time graphic artist, Liz Mogan, resigned after two-plus years with TCPL. The County Librarian indicated that starting with the first payroll in 2016, TCPL staff members will see their vacation accrual posted on a biweekly basis. This automatic posting of accrued time will eliminate manual posting of vacation by Human Resources Coordinator Steve Berman and allow staff to see their accrued time without waiting till the end of the quarter. Mr. Holman mentioned a second phase of retrofitting lights at the downtown library will take place in late January. Both

the youth services area and the partial basement will be retrofitted with LED based lighting without ballasts. Payment for the project was spread over two fiscal years. Finally, Mr. Holman reminded Board members of TCPL's annual Dr. Martin Luther King, Jr. program taking place at 11:00 a.m. on Monday, January 18th. Tenecia Waddell is the keynote speaker. She is an African American female officer with the Purdue University Police Department. The closing speaker is Dana Smith, the former Executive Director of the Greater Lafayette Chamber of Commerce. Light refreshments will be served after the program.

Board member Brandon Hawkins moved to approve the January 5th, 2016 **Personnel Actions.** Board Secretary Gail Summers provided a second to the motion and the motion passed.

Under the heading of **Other Reports,** Friends Vice-President Frank Niemiec reported on the Friends December book sale. Mr. Niemiec reported the total was just under $15,300. He also reported the daily totals for Friday through Monday. With the December sale including "gift quality" materials that cost a bit more, Mr. Niemiec indicated the Friends were very satisfied with the total.

There was no **Old Business**.

Under the heading of **New Business,** the County Librarian asked the Board to consider formal names for the East Branch. Previously, the County Librarian was given permission to get staff input for potential names. More than 20 TCPL staff members submitted more than 35 names. Management Team reviewed the suggestions and narrowed them down to just six names that were presented for the Board's consideration. The County Librarian presented the six names along with a bit of background information about each one. The Board fully discussed and eliminated four of the six names. Remaining names to be considered are *Wildcat* and *Wells East.* No official action was taken. This activity is expected to be finalized at the February Board meeting.

Continuing with **New Business,** the County Librarian commented on his deliberations regarding 2016 staff development day. After discussion with Ivy Tech it seems best for TCPL to schedule its 2016 Staff Day in mid-August as it has for the past 12 years. The County Librarian recommended August 11, 2016 be designated as Staff Day. The library will be closed with specific staff training opportunities for the day. The County Librarian requested to reserve the option to consider changing the date if there is an opportunity to correlate the training with the opening of the East Branch sometime in June 2016. Mr. Holman believes there might be an opportunity to do something really different this year and he would like to pursue that option. Ms. McClure moved to approve August 11, 2016 with the provision that the date can be changed at the discretion of the County Librarian. Mr. Bultinck provided a second and the motion passed.

The final topic under **New Business** centered on a new service initiated through the efforts of the Indiana State Library in partnership with the Indiana Department of Natural Resources. In recognition of the Indiana State Parks system turning 100 in 2016 and part of Indiana's Bicentennial Celebration, the Indiana State Library decided to provide one annual park pass to each library system in Indiana. The park pass is for use by library patrons to visit any State park in 2016. The State Library made several recommendations related to the passes including the use of fines. With little lead time for TCPL to discuss and develop procedures and promotional information for this activity, the County Librarian shared several concerns. After quite a bit of Board discussion and various suggestions, the Board decided fines would not be instituted for this new service. Mr. Bultinck moved to implement the circulation of Indiana State Park Passes and to expand the service by purchasing one pass for each of TCPL's buildings. Ms. McClure seconded the motion and the motion passed. The two additional passes will be purchased with funds from the Friends of TCPL.

Under the heading of **Other Business,** Mr. Bultinck moved to close the general meeting. Mr. Hawkins seconded the motion and it passed. President Grover closed the regular meeting and convened the Board of Finance to consider financial matters and routines for the 2016 fiscal year. The first item of business was to elect a President and Secretary of the Board of Finance. Mr. Hawkins moved to nominate and elect by consensus Mida Grover as President and Gail Summers as Secretary of the Board of Finance. Ms. McClure provided a second and the motion passed. Regarding the TCPL Investment Policy, Ms. McClure moved to reaffirm the Investment Policy of the Tippecanoe County Public Library. Mr. Bultinck seconded the motion and it passed. Mr. Holman informed the Board of the local banks which served as depositories in 2015. Ms. McClure moved to approve Old National Bank, Lafayette Bank and Trust and Lafayette Community Bank as designated depositories for library funds in 2016. Mr. Lahr provided a second and the motion passed. Mrs. Summers moved that the Lafayette Journal & Courier and the Lafayette Leader be approved as designated newspapers to publish TCPL's legal advertisements in 2016. Ms. McClure seconded the motion and it passed. Ms. McClure moved to approve the request for advance tax draws from the County Auditor for the 2016 fiscal year. Mr. Lahr provided a second and the motion passed. Mr. Bultinck moved to adjourn the Board of Finance meeting and reconvene the regular Board meeting. Ms. McClure seconded the motion and it passed.

President Grover reconvened the general meeting. Also, under **Other Business,** Mr. Bultinck moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 24305 through claim number 24373. The prewritten claims totaled $137,040.77 and the regular claims totaled $243,350.78 for a grand total of $380,391.55. Ms. McClure seconded the motion and the motion passed.

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

Under **Comments from the Board,** President Grover presented Board members with a document representing committee assignments for 2015. She indicated the assignments would remain the same in 2016. Concerns about assignments should be directed to her.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:20 p.m. Ms. McClure seconded the motion and it carried.

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Gail Summers, Secretary

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