TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
February 4, 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, January 31st, 2014 in conformity with the Indiana Open Meeting Act.

PRESENT:
Dinah McClure, President
Brandon Hawkins, Secretary
Ed Perez, Treasurer
Gail Summers, Member

ABSENT:
Mida Grover, Vice-President
Stephen Bultinck, Member
Lora Goonewardene, Member

GUESTS
Iris Huang, Purdue Student
Ashley Scott, MatchBox Operations Manager
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Dinah McClure chaired the regular Board meeting and called it to order at 7:31 p.m. Ms. McClure welcomed Gail Summers as the newest member of the Board.

A quorum was declared to conduct business for the library.

Board Secretary Brandon Hawkins led the Board in reciting the Pledge of Allegiance.

Mr. Hawkins moved the **Board Minutes** of January 14th, 2014 be approved as presented. Board Treasurer Ed Perez provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few informational items for the Board. Mr. Holman stated TCPL received its 1782 Notice from the Dept. of Local Government Finance. The 1782 is the official document that explains 2014 budget details including property tax revenue, county option income tax, the library's tax levy and the approved tax rate. With the issued TCPL 1782 Notice, TCPL has approval of appropriation spending for 2014 in the Board adopted amount. Mr. Holman reported an unfortunate, and thus far unexplainable, event occurred at the

Campus library when a fire protection sprinkler pipe burst on the second floor in the southeast corner bump-out room. Ceiling tiles, carpet, and furniture definitely received water damage. Most of the furniture has been cleaned and the wet carpet removed. The library is open without use of the affected space. At the time of the report, no formal decisions have been made about the restoration of the space and no estimated replacement costs. TCPL's insurance carrier was notified of the damage. Mr. Holman briefed the Board on the status of legislative items associated with public libraries. He mentioned there are several pending pieces of legislation that could have an adverse impact on public library operations. Fiscal authority for public libraries, debt service limits and the elimination of the business property tax are key issues still being deliberated. Mr. Holman identified a few specific bills to monitor which include HB1001, HB1062, and SB72. One key bill, HB1266, has been amended to include specific language that reinserts fiscal authority over public libraries by County Councils. Previously, the legislation affected 7 of the 262 public libraries in Indiana, but it has been updated and only one specific library falls within its parameters.

Mr. Hawkins moved to approve the February 4th, 2014 **Personnel Actions**. Mr. Perez provided a second to the motion and the motion passed.

Under the heading of **Committee Reports,** as Personnel Committee Chair, Mr. Hawkins shared the committee will need to meet in February regarding the anticipated salary range market study. He indicated the committee expected to bring a recommendation and motion to the March meeting. Mr. Hawkins also handed out a copy of the Singer Group's proposal and stated the committee would welcome input on the document.

Under the heading of **Other Reports,** there was not a Friends of TCPL report. Friends President Audrey Burghardt notified the County Librarian her absence was weather related because of the recent snow storm. On behalf of the Friends, Mr. Holman reported the Friends made over $16,000 at their December sale and the Friends adopted their 2014 budget. Within the budget, the Friends approved the $50,000 gift to TCPL as part of the Friends 50th anniversary celebration.

Also under **Other Reports,** Ashley Scott, the Operations Manager for MatchBox shared information about her work background and presented a progress update on the construction activity. Ms. Scott mentioned MatchBox had 31 members signed up and several community sponsors. She stated the build-out was going well with finishing touches associated with flooring, lighting, and furniture occurring over the next two weeks. The "work bench" area will have several pieces of equipment including a laser cutter, a 3-D printer, and a sewing machine. Finally, Ms. Scott shared that a soft opening is scheduled for March 12th with a hard launch opening anticipated in mid-April. The Board thanked her for the presentation.

Finally, under **Other Reports,** the County Librarian reported separately on the Indiana State Library (ISL) Annual Statistics and TCPL's insurance renewal. For the ISL report, Mr. Holman talked about the information gathered through the 35-page ISL report. Capturing data from the ISL report, Mr. Holman presented and discussed a one-page document covering five years of TCPL statistics. Regarding TCPL's insurance renewal, Mr. Holman informed the Board that as part of the renewal process, the opportunity to quote the library's property, auto, liability, and workman's comp insurance was given to several other companies. A few declined based on current coverage and in the end, Indiana Insurance once again provided the lowest quote. Correspondence from Jackson Bogan of the Mitchell Agency succinctly presented a summary of the renewal activity.

There was no **Old Business**.

Under the heading of **New Business,** the Board considered the list of outstanding checks. Using Indiana Code 5-1-10.5-5, TCPL has the authority to compose a list of outstanding check warrants in order to void the checks and re-enter the dollar amount into the fund which the amount was originally written against. The list of checks has grown smaller each year and for 2014 there are seven checks that total $84.20. The checks primarily reflect individual customer refunds for payment of outstanding fees. Mr. Perez moved to approve the list of outstanding checks as presented. Mrs. Summers seconded the motion and the motion passed.

Also, under **Other Business,** Mr. Perez moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 21727 through 21862. The prewritten claims totaled $287,805.13 and the regular claims totaled $156,238.88 for a grand total of $444,044.01. Mr. Hawkins seconded the motion and it passed.

There was no **Other Business.**

Mr. Perez moved to adjourn the regular Board meeting at 7:57p.m. Mrs. Summers seconded the motion and it carried.

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Brandon Hawkins, Secretary

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