**TIPPECANOE COUNTY PUBLIC LIBRARY**
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
**February 3, 2015**

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

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

ABSENT:

GUESTS
Susan Crossley
Ted Springer
Harry Mohler, Architect
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Dinah McClure chaired the regular Board meeting and called it to order at 7:35 p.m. A quorum was declared to conduct business for the library.

Board member Dave Lahr led the Board in reciting the Pledge of Allegiance.

Board Secretary Brandon Hawkins moved the **Board Minutes** of January 6th, 2015 be approved as presented. Board Treasurer Steve 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 mentioned that library programming staff will develop and present more film based library programs. Thanks to the Friends, TCPL purchased a motion picture license to show public performances of hundreds of movies produced by 20th Century Fox, Dreamworks, Sony Pictures Classics, Discovery Channel and other production companies. The annual fee is under $1000 and provides many more options than paying set prices for one or two films a year. The County Librarian stated that after more than a year without a permanent Head Youth Librarian,

Annette Griessman was appointed to the position. Annette worked as a Reference Librarian at the Campus Library for the past year and previously served as Library Director at the Camden-Jackson Township Public Library. She also worked at the Indiana University Library in Kokomo. Mynda Cruz has admirably served as interim Department Head and will resume her duties as a Youth Librarian. Finally, Mr. Holman reported that the library as an institution recently purchased a library membership in the Indiana Library Federation. The membership makes the Board of Trustees and the library eligible for several ILF discounts. The $2568 membership is being paid from a new line in the Friends budget. After not holding a membership for the past 14 years, TCPL joined because ILF revised the fee structure for this membership. The County Librarian was asked about the masonry repair work that was done to stop the water leaking over windows in the MatchBOX Coworking Studio. Mr. Holman indicated the work was related to the new windows on the west side of the building and was a shared cost between the library and the city.

Mrs. Grover moved to approve the February 3rd, 2015 **Personnel Actions.** Mrs. Summers provided a second to the motion and the motion passed.

Under the heading of the **Committee Reports,** as Facilities Chair, Mr. Hawkins reported the committee met several times. The committee met once to review the responses to the architectural proposals and met again to conduct phone interviews with two architectural firms selected as finalists. Also, in the first meeting, committee members decided to separate the civil site work from the architectural design and drawings work. The committee met a third time to review quotes received from three local civil site engineering companies and consider which architect was the best fit for the construction project. The committee deliberated and developed two recommendations, one for an architect and one for a civil engineering firm. Mr. Hawkins indicated both recommendations would be made under **New Business**.

Under the heading of **Other Reports,** Friends President Audrey Burghardt briefly reported on Friends activities. Mrs. Burghardt indicated the Friends annual meeting would be held on March 17th. Also, Mrs. Burghardt announced to the Board of Trustees that the Friends voted favorably on the Board's request to contribute $50,000 to support the construction of the East branch. The Friends are planning to present the $50,000 check during National Library Week in April.

Also under **Other Reports,** the County Librarian demonstrated two new digital downloading services being offered by TCPL. Both new services provide additional listening and viewing formats for library customers. ***Zinio*** is a digital magazine subscription that has over 70 magazine titles in digital format. Library customers create a brief user profile and then are able to view the full content of magazines using electronic divices. ***Hoopla*** is a digital media

platform that allows customers to instantly borrow movies and television episodes, music (full albums) and audiobooks. Again, library customers create a user profile and are able to utilize the services of Hoopla immediately.

Under the heading of **Old Business,** the County Librarian highlighted a revised version of "Rules of the Road". This form comes up on the computer monitor during sign-in on youth services pc's. The form identifies and communicates the expected behavior while children younger than 18 use TCPL's technological resources. The Board previously reviewed the form and requested modifications to it. Staff members made several changes and the form is being resubmitted. After a brief discussion, Mrs. Grover moved to adopt the "Rules of the Road" as presented and discussed. Board member Lora Goonewardene provided a second to the motion and the motion passed.

Under the heading of **New Business,** Mr. Hawkins presented recommendations for professional services for construction of the East branch. Mr. Hawkins mentioned that based on estimated cost and responses to questions in the phone interview, the Facilities Committee recommends The Troyer Group be hired as the architect for construction of the East branch. Mr. Hawkins moved to hire The Troyer Group as the architect for the East branch and that the County Librarian work in concert with Board legal counsel to review and negotiate the contract. Mr. Bultinck seconded the motion and the motion was approved. Mr. Hawkins then briefly discussed a recommendation to hire the Schneider Corporation based on the estimated cost for services for the civil site engineering. Mr. Hawkins moved to hire the Schneider Corporation as the civil engineer for the East branch project and that the County Librarian work in concert with Board legal counsel to review and negotiate the contract. Mr. Lahr seconded the motion and the motion was approved.

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 23069 through 23199. The prewritten claims totaled $267,569.01 and the regular claims totaled $117,899.96 for a grand total of $385,468.97. Mrs. Grover seconded the motion and the motion passed.

Under the heading of **Comments from the Public,** two members of the community made brief remarks to the Board. Ted Springer commented on the impact of library service at the Campus Library as TCPL plans to build a new branch facility in the eastern part of the county. Mr. Springer indicated there is a need for expanded library service in the southern end of the county where several county schools exist. Susan Crossley commented on her family's extensive use of the Campus Library and its materials collection. Mrs. Crossley stated that at the new branch facility there is a need for more than just a popular materials collection that is presently at the Klondike Branch. The Board President thanked each community member for attending the meeting and sharing their comments.

Mrs. Grover moved to adjourn the regular Board meeting at 8:17 p.m. Mrs. Goonewardene seconded the motion and it carried.

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Brandon Hawkins, Secretary

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