**TIPPECANOE COUNTY PUBLIC LIBRARY**
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
**February 7, 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, February 2, 2017 in conformity with the Indiana Open Meeting Act.

PRESENT:
Mida Grover, President
Lora Goonewardene, Vice-President
Stephen Bultinck, Treasurer
Dinah McClure, Member
Brandon Hawkins, Member
Dave Lahr, Member

ABSENT:
Gail Summers, Secretary

GUESTS
Neal Starkey, Head Technology Librarian
Amy Paget, Assistant County Librarian
Jos N. Holman, County Librarian

President Mida Grover chaired the regular Board meeting and called it to order at 7:32 p.m. A quorum was declared to conduct business for the library.

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

Board member Dinah McClure moved the **Board Minutes** of January 3rd, 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 brought a few items to the Board's attention. He reported on a management team discussion where department heads reached a consensus approach to TCPL's system orientation being held in a different way. Starting in February, a monthly informal discussion engaging new staff members with the County Librarian will replace the traditional orientation session. The session will involve a "Q & A" and key orientation topics. Mr. Holman mentioned management team also started discussions on National Library Week activities for this spring. As a part of the library's plans, we have decided to hold a minimum of five to seven facilitated group discussions with a commitment to "turning outward" using the Harwood Institute's methodology for community conversation. This effort should result in increased knowledge of what residents in our library district aspire to as a community. Mr. Holman announced the Indiana State Library (ISL) will start a second year of the state park pass program. The Department of Natural Resources partnered with ISL

to issue one pass to every public library in the state. The Friends of TCPL agreed to support the purchase of two more passes, one for each TCPL branch. With this being the second year of the program, TCPL will formalize its loaning process to assist library staff with customer service. Finally, Mr. Holman reported TCPL renewed its annual membership in two local organizations. The membership with Greater Lafayette Commerce gains access to various business resources and services. TCPL used GLC's sound system several times and received member registration rates for local events. The membership in the Tippecanoe Arts Federation connects TCPL to various arts organizations and provides marketing opportunities for TCPL programs.

Mr. Hawkins moved to approve the February 7th, 2017 **Personnel Actions.** Ms. McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports,** Mr. Hawkins reported on a recent meeting of the Facilities committee. Committee members visited the Red Crown Mini-Museum(RCMM) to get a first-hand look at the condition of the building and have a better sense of the potential use of the building. The garage bays might offer the opportunity for a self-service use by library customers. The committee indicated the library will work towards restoration and a practical use of the RCMM. Separately, Mr. Hawkins briefly referred to plans previously discussed by the Board to expand library services. He encouraged the Board to keep these plans "on the radar" by mentioning the decision and intent to build a new branch in the southern part of the service district. A timeline needs to be developed for land acquisition, financing and construction for the new branch. The timeline needs to work backwards so it is a neutral building project that keeps the tax rate at the current or a lower rate. Ms. McClure reported as Foundation Liaison. She indicated the Foundation board was informed about the financial terms of the Campus Library closing. In future meetings, the Foundation board will deliberate its desire to request payment for the $400,000 reimbursable grant to TCPL to assist with the construction of the new Wyandotte Branch. Ms. McClure stated the Foundation is working on creating a permanent fund and connected this year's annual appeal to raising money for that purpose. Finally, Ms. McClure reported member Tony Albrecht exhausted his eligibility to serve on the Foundation board and Prella McBride will join the Foundation board as a new member.

Under the heading of **Other Reports,** Friends President Frank Niemiec was unable to attend. The County Librarian commented on a couple of Friends activities. He indicated the Friends of TCPL issued their Friends Scholarship application to TCPL staff. Also, Mr. Holman mentioned the Friends annual meeting will take place on Tuesday evening, March 21.

Also under the heading of **Other Reports,** the County Librarian introduced Head Technology Librarian Neal Starkey for a presentation on the library's materials collection. Using a PowerPoint presentation, Mr. Starkey spoke to Board members about digital resources and the downloadable collection. He talked about differences

in these two material formats and from a budgetary viewpoint; he identified how the purchase of these items are assigned to specific budget lines. Mr. Starkey explained how an item that starts in a book form is still purchased from the print budget line when it is an electronic book or in downloadable book form. He also talked about how materials in digital format demonstrate increased circulation while several other formats continue to decrease in circulation. There was a brief discussion of Board member questions to Mr. Starkey. No action was taken. President Grover thanked Mr. Starkey for his presentation.

There was no **Old Business.**

Under the heading of **New Business,** the County Librarian shared information about the Indiana Public Retirement System (INPRS) which TCPL contributes to on behalf of its employees. In November, the board of Directors of INPRS approved a composite employer contribution rate of 11.2 percent effective January 1, 2018 for employers on a calendar year basis. The percentage remains the same as 2017. Per tradition, the County Librarian encouraged the Board to approve this rate for inclusion in the budget planning process in 2017. Board member Dave Lahr moved to approve the 2018 INPRS employer contribution rate. Mr. Hawkins provided a second for the motion. The motion was approved as presented.

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 25712 through claim number 25835. The prewritten claims were $226,953.16 and the regular claims were $242,071.47 for a grand total of $469,024.63. Ms. McClure seconded the motion and it passed.

Also under **Other Business,** President Grover congratulated Amy Paget on her impending retirement as Assistant County Librarian. She commented it would be challenging to replace Mrs. Paget.

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

_____

Lora Goonewardene, Vice-President

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.