TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 1st, 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, June 27th, 2014 in conformity with the Indiana Open Meeting Act.

PRESENT:
Dinah McClure, President
Mida Grover, Vice-President
Steve Bultinck, Member
Gail Summers, Member
Lora Goonewardene, Member

ABSENT:
Brandon Hawkins, Secretary
Ed Perez, Treasurer

GUESTS
Audrey Burghardt, Friends President
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 7:31 p.m. A quorum was declared to conduct business for the library.

Board Vice President Mida Grover led the Board in reciting the Pledge of Allegiance.

Mrs. Grover moved the **Board Minutes** of June 3rd, 2014 be approved as presented. Board member Steve Bultinck provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman talked about several system items and activities for the Board. He reported that the resignation of a longtime volunteer provided an opportunity to reconsider how we post and convey the meeting room activities. A new computer monitor with supporting hardware and software was installed in the lobby area above an existing water fountain. It will convey scheduled meeting room activities with dates, times, and locations. The cost of the equipment was funded by the Friends of the Library and was just under $800. He mentioned that Youth Library Assistant Anne Jones announced her retirement from TCPL. Anne has worked for more than 22 years as a part-time library assistant doing storytimes and helping with artistic decorations in the downtown youth room. Her last day

is July 31st. The County Librarian shared the title of the upcoming *One Great Read* program taking place during the months of September and October. The selected title is the 1962 Newberry medal winner "Wrinkle in Time" by Madeline L' Engle. TCPL and West Lafayette P.L. staff members and other community agencies developed special programs and activities for this "community read" activity. The County Librarian will make a presentation at the kick-off event scheduled for September 4th. Finally, Mr. Holman indicated Outreach Librarian Marlene Korty was promoted to fill the Head Outreach Librarian position. Marlene started in the Circulation department several years ago. She attained a Master's in Library Science degree with scholarship assistance from the Friends of TCPL. For the past couple of years, she has also served as chair of the social committee. Related to the County Librarian's reports, Mrs. Grover commented on the death of Joe Bonner and Mr. Bultinck inquired about the escrow activity with Huston Electric.

Mrs. Grover moved to approve the July 1st, 2014 **Personnel Actions.** Mr. Bultinck provided a second to the motion and the motion passed.

There were no **Committee Reports.**

Under the heading of **Other Reports,** Friends of TCPL President Audrey Burghardt commented on a few items regarding recent Friends activities. Mrs. Burghardt reported final income of $14,550 from the June 14-16 book sale. There was a bit less attendance than anticipated, but overall the sale was a success. She mentioned the Friends board of directors discussed recommended bylaw changes and voted to send the document back to the committee for further consideration. The key change to reconsider is the privilege of voting for new directors. The committee will report back to the full board of directors.

Also, under **Other Reports,** the County Librarian presented information about the 2015 budget to aid all Board members in understanding the budget process. He shared a timeline containing key dates and elements to produce the 2015 operating and BIRF budgets. Mr. Holman emphasized that strict adherence to the dates is necessary to adopt the budget in the most timely fashion. It was noted that the Finance committee should meet to review the draft budget. No action was taken on this report.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered two topics. The first topic was associated with the building repairs of the downtown library. In 2013 a one-year bond was issued to make repairs on the exterior of the downtown library. The initial focus for repairs is masonry restoration including work on the large columns. Also, sealants for exterior windows and roof openings will be replaced. Mr. Holman presented a contract for Atlas Building Services that totaled just over $100,000. The contract was not

reviewed by the entire Facilities committee, but committee chair Brandon Hawkins gave approval for the County Librarian to present it to the Board. Mr. Holman discussed the work and costs associated with the repairs using the single page listing the base quote and the alternates. He also indicated the attorney reviewed the document and provided feedback. Mr. Bultinck moved to approve the contract with Atlas Building Services in a "not to exceed" amount of $115,000. Mrs. Grover provided a second to the motion and the motion was approved. The second topic of new business was associated with bonding options for 2015. President McClure reminded the Board that it held several executive sessions to discuss the building of another branch library in the eastern part of Tippecanoe County. She inquired whether the Board was ready to take official action to move forward on the process to issue a bond to begin construction of an East Branch in 2015. Mr. Bultinck moved to issue a 2015 bond to construct a new library branch in Eastern Tippecanoe County. Board member Lora Goonewardene seconded the motion and the motion passed. President McClure indicated it would be fine for the County Librarian to engage in follow-up conversations with legal counsel and financial advisors for the 2015 bond. Mr. Holman indicated he would do so.

Under the heading of **Other Business,** Board member Lora Goonewardene moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 22207 through 22326. The prewritten claims totaled $619,668.69 and the regular claims totaled $109,294.85 for a grand total of $728,963.54. Mr. Bultinck seconded the motion and it passed.

Also, under **Other Business,** local architect Harry Mohler commented on the repair work being scheduled on the downtown building roof. Mr. Mohler suggested that if the snow guards were being replaced that a different product be used. He recommended the library consider a snow guard pipe rail system that is attached to the seam of the roof. President McClure indicated the County Librarian could further explore this suggestion with Mr. Mohler and the intended contractor. Mr. Holman indicated he would follow-up on the suggestion to get more information and pass it along to the contractor. President McClure thanked Mr. Mohler for his suggestion.

Mrs. Grover moved to adjourn the regular Board meeting at 7:52 p.m. Mrs. Goonwardene seconded the motion and it carried.

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Mida Grover, Vice-President

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