TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 5th, 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, June 29, 2017 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Lora Goonewardene, Vice-President
Brandon Hawkins, Member

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

President Mida Grover 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 Treasurer Steve Bultinck led the Board in reciting the Pledge of Allegiance.

Board member Dave Lahr moved the Board Minutes of June 6th, 2017 be approved as presented. Board member Dinah McClure provided a second and the motion passed.

Under the heading of the County Librarian’s Report, Mr. Holman pointed out several items from his report. He mentioned the upcoming meeting with Department of Local Government Finance (DLGF) field representative Miranda Bucy for the “annual budget workshop.” This one-to-one meeting focuses on confirming the maximum levy, calculating debt service amounts, and projecting revenue for 2018. This meeting usually helps with developing budget timelines and DLGF expectations as well. Mr. Holman shared the aging Mobile Library had two recent and necessary repairs focused on the basic operation of the vehicle. The gas tank was leaking and was replaced. The fuel sending unit was also replaced. After getting quotes, the repairs were done locally by Star Tire Best One at a total cost of $2,752.91. Mr. Holman stated TCPL’s management team continued their discussion on declining circulation statistics. At its June meeting, the management team agreed to several changes, including hold limits, renewal limits and checkout limits. All these limits were increased plus TCPL will start allowing renewals on the Kindle Reader and double the number of items that can be used on Hoopla. These changes should increase use of the materials collection with staff potentially having six months of comparative information for 2017 statistics. The Board will receive an
update at the end of the 3rd quarter. Finally, Mr. Holman reported on discussions he
initiated with superintendents of both the Lafayette and Tippecanoe County school
corporations. The discussions were about student access to TCPL electronic
resources on a single user basis. Digital access cards could directly impact student
access to information while more effectively using TCPL electronic resources. There
are several variables to work on regarding this collaboration, but there is optimism
about the end result. Updates to the Board will be provided as the dialogue
continues.

Board Secretary Gail Summers moved to approve the July 5th, 2017
Personnel Actions. Ms. McClure seconded the motion and it passed unanimously.

There were no Committee Reports.

Under the heading of Other Reports, Friends President Frank Niemiec was
unable to attend the meeting, so no report for the Friends was given.

Also under the heading of Other Reports, Head Technology Librarian Neal
Starkey demonstrated a beta version of TCPL’s new website. Mr. Starkey pointed out
the website was previously redesigned in 1997 and 2007. He indicated TCPL’s
Pagemasters committee has worked diligently on the project of redesigning the
website which is in its final stage of review. The demonstration for the Board seeks
any input Board members might have. Mr. Starkey shared several highlights of the
changes pointing out the main banner with larger integrated graphics. Also, he
stated information on the new website fed directly from TCPL’s online calendar and
he showed how the new website adapted to mobile devices in a user friendly way.
Finally, he shared TCPL staff will maintain the website after participating in a future
training session with ThinkPod, the design company. There were several questions
and comments by Board members. By consensus, Board members supported the
website being unveiled prior to the next Board meeting. No formal action was taken.

There was no Old Business.

Under the heading of New Business, the County Librarian provided
background information on TCPL’s use of a contracted vendor. Unique Management
Services provides assistance with library customers who are negligent in returning
materials. An amount of $25 in overdue materials owed to TCPL will cause the
customer to be referred to Unique. After a discussion among management team in
conjunction with other customer based changes, it is recommended the minimum
amount be set at $50. This change allows more consideration for a customer who
may happen to have just 1-2 items overdue but who otherwise could and would still
use library resources. With the Board’s understanding the $10 non-refundable fee
charged to the customer is not affected by increasing the threshold amount, the
Board supported the idea. By consensus, the Board agreed to the change and
agreed no formal action was necessary. The County Librarian was granted the
authority to move forward with the change.
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 26259 through claim number 26363. The prewritten claims were $905,159.33 and the regular claims were $97,678.10 for a grand total of $1,002,837.43. Ms. McClure seconded the motion and it passed. Mr. Bultinck pointed out the total amount of the claims included a $500,000.00 transfer to the Rainy Day Fund and a $178,700 bond payment. After Mr. Bultinck’s statements, the County Librarian commented on a few individual budget lines that were either doing very well, i.e. “group insurance” or overspent, i.e. “other professional services.”

President Grover commented on the compliance letter from the Indiana State Library. Mr. Holman mentioned the TCPL strategic plan would need to be updated to be in compliance in 2018.

Mr. Lahr moved to adjourn the regular Board meeting at 8:15 p.m. Mrs. Summers seconded the motion and it carried.

Gail Summers, Secretary

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