

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**July 5<sup>th</sup>, 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 6<sup>th</sup>, 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 3<sup>rd</sup> 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 5<sup>th</sup>, 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.

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Gail Summers, Secretary

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