TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
June 2, 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 Thursday, May 28, 2015 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Dinah McClure, President
Lora Goonewardene, Member

GUESTS
Frank Niemiec, Friends Vice President
Harry Mohler, Architect
Michael Pinto, Principal, James Cole Elementary
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

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

Board member Gail Summers moved the **Board Minutes** of May 4th, 2015 be approved as presented. Mr. Hawkins provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few items of interest for the Board. Mr. Holman shared that MatchBOX transitioned through an unanticipated phase as the entity's first Operations Manager, Ashley Scott, resigned earlier this year. Two new staff members have been hired. Both Amanda Findlay and Emily Carter will share a few tasks, but Amanda primarily serves as Operations Manager and Emily as a Community Curator. The new staff is reaching out to current MatchBOX members by sending out a schedule of planned activities, some of which are open to the public. Mr. Holman reported TCPL scheduled air conditioner work at the Campus Library. Two new 12.5 ton condenser coils are being replaced in two of the eight outdoor units that provide cold air to the building. The installation was delayed because the equipment did not arrive as expected. Ivy

Mr. Hawkins moved to approve the June 2nd, 2015 **Personnel Actions.** Board member Gail Summers provided a second to the motion and the motion passed.

There were no **Committee Reports.**

Under the heading of **Other Reports,** Friends Vice President, Frank Niemiec presented the Friends report. Mr. Niemiec shared information about the Friends upcoming book sale. The sale is scheduled for June 12-15. Mr. Niemiec indicated the Friends received over 400 brand new children's books. Also, the Friends received several hundred books from the permanently closed Marsh Supermarket on State Road 26. Finally, Mr. Niemiec shared the Friends scheduled radio spots for the book sale on WBAA radio.

Also under **Other Reports,** the Board screened the Summer Reading Club video that was created, produced, and performed by youth staff members. Following the viewing of the video, Youth Librarian Melissa Freed presented information about summer reading program activities for each age group. The theme for each age group revolves around "super heroes". Registration numbers were off to a good start with 2150 children, 300 teens, and 765 adults already registered for the program. Mrs. Freed talked about the various elements of the program including reading records, bookmarks, prizes, and guest performers scheduled on Thursdays throughout June and July. A newspaper article featuring summer reading program activities for youth was published on Tuesday, June 2. The County Librarian encouraged Board members to attend a program sometime in June or July.

Under the heading of **Old Business,** the County Librarian presented an update on the progress of the East Branch preliminary work. Mr. Holman commented on several situations and discussions during the previous three

weeks that impacted the construction costs of the East Branch. The estimated construction costs were well beyond the available budget. Potential changes to reduce costs included modifying the exterior brick and concrete foundation wall along with several add alternates and deduct alternates. With concerns about the "very different look" of the East Branch compared to the Klondike Branch, the County Librarian spoke with President McClure and Facilities Chair Brandon Hawkins. The consensus was to slow things down and consider all options in an attempt to stay within the budget and maintain the original design of the building. The worst case scenario was the timeline for the construction project may be adjusted backward 6-8 weeks. Finally, Mr. Holman reported the architect's drawings would be made available on June 12th and bids would be accepted on July 7th. The opening of bids will occur in McAllister Meeting Room A. So far 10 contractors have indicated an interest in the project. Mr. Hawkins indicated he anticipated being able to attend the bid opening. Mr. Holman suggested that if everything goes as planned, a special Board meeting be held in July to award the bid. Construction will likely start two weeks after the bid is awarded.

Under the heading of **New Business,** the County Librarian presented information associated with the Shared Operating Cost document for the Campus Library. A copy of the document was sent with the Board package. Mr. Holman mentioned that at the recent Joint Board meeting, the shared operating costs for the upcoming year were briefly discussed and agreed upon per the Operating Agreement. Upon adoption by the Joint Board, the Shared Operating Costs document must annually be approved by the TCPL Board in accordance with the agreement. TCPL will invoice Ivy Tech for its contribution to the bond based on the total contributions from each institution. There were very few changes to the previous year's numbers. Mr. Hawkins moved to approve the Shared Operating Cost document as presented. Board member Dave Lahr provided a second to the motion. The motion passed.

Also under **New Business,** the County Librarian provided background information on TCPL's Family Medical and Leave Act policy. Mr. Holman indicated there were several items brought to his attention related to recent changes to the federal Family and Medical Leave Act. Because of this, TCPL's policy should be reviewed and revised as appropriate. Mr. Holman pointed out TCPL's policy has not been revised since its adoption in 1998. Though the TCPL department heads and the Human Resources Coordinator discussed the topic, full consensus has not been reached. The policy was being brought to the Board's attention as a point of information. Mr. Holman indicated it is a complicated topic that needs a second discussion by the department heads. Recommendations to make it conform to federal regulations and guidelines will be presented. The final policy will be reviewed by the library's attorneys. No Board action was taken on the policy. The topic was referred to the Board's Personnel committee.

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 23469 through 23582. The prewritten claims totaled $275,511.72 and the regular claims totaled $191,240.61 for a grand total of $466,752.33. Mrs. Summers seconded the motion and the motion passed.

Also under **Other Business,** Michael Pinto, Principal of James Cole Elementary School spoke to the Board. He indicated "getting a library card" is on his student's school supply list. He commented Cole Elementary students are primary users of the Campus Library and that their use will likely decrease with the opening of the East Branch. Mr. Pinto is concerned about the distance of the future East Branch for the majority of his school's population. Mr. Pinto wondered if an analysis could be conducted of the cost to have the Mobile Library visit Cole Elementary on a regular basis. He suggested that down the road there might be a greater collaboration with the Mobile Library. Also, Mr. Pinto suggested that at this stage of the game, after the East Branch is built, a new service outlet in the south end of Tippecanoe County would be helpful. As Facilities committee chair, Mr. Hawkins briefly responded to Mr. Pinto's comments. Mrs. Grover thanked Mr. Pinto for his comments and for attending the meeting.

Finally, under **Other Business,** the County Librarian pointed out to the Board the monthly Financial Report not only contained information on expenditures, but also contained updates on revenue received by TCPL.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:07 p.m. Mrs. Summers seconded the motion and it carried.

_____

Brandon Hawkins, Secretary

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.