

**TIPPECANOE COUNTY PUBLIC LIBRARY**

**REGULAR BOARD MEETING**

627 South Street, Lafayette, Indiana

**June 7<sup>th</sup>, 2016**

**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 2, 2016 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Mida Grover, President  
Lora Goonewardene, Vice-President  
Gail Summers, Secretary  
Dave Lahr, Member

**ABSENT:**

Dinah McClure, Member  
Steve Bultinck, Treasurer  
Brandon Hawkins, Member

**GUESTS**

Frank Niemiec, Friends President  
Victoria Wacek, Ivy Tech Community College  
Harry Mohler, Architect  
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 Dave Lahr led the Board in reciting the Pledge of Allegiance.

Board Secretary Gail Summers moved the **Board Minutes** of May 2<sup>nd</sup>, 2016 be approved as presented. Board Vice-President Lora Goonewardene provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman indicated TCPL's StoryCorps activity made good progress toward fulfilling the contractual obligation with "StoryCorps@ your library" which ends in early August. TCPL reached the half-way mark with 30 recorded interviews. The stories of several individuals involved in Greater Lafayette community history and institutions have been recorded. Mr. Holman stated the generosity of the Friends of TCPL allowed the renewal of TCPL's Indiana Library Federation institutional membership for a second year. Benefits of the \$2,589 membership include two different electronic subscriptions and advance notice of all ILF events. TCPL also becomes eligible to participate in the ILF Health and Life Insurance program. Mr. Holman reported final activities are going smoothly to finish the construction aspect of the Wyandotte Branch. With a few recent hiccups, the critical site work involving dirt, sidewalks, the parking lot and removal of the construction fence were started the first week of June. Clean-up of the interior finishes also started. Construction "punch list" meetings are

scheduled for three consecutive Fridays in June. The Wyandotte grand opening celebration is set for Sunday, August 28<sup>th</sup>. Mr. Holman added the professional movers will relocate Campus library shelving, furniture, and library materials starting June 6<sup>th</sup>. Finally, Mr. Holman mentioned TCPL is ramping up for its 2016 Staff Day on Friday, June 17. It is being held as the first official activity at the new Wyandotte Branch. The morning speaker is Cheryl Gorman of the Harwood Institute. Ms. Gorman will introduce TCPL frontline staff members to aspects of the Harwood process including a participatory exercise. Lunch is catered by Parretts Catering and paid for by the Friends of TCPL.

Board President Mida Grover moved to approve the June 7<sup>th</sup>, 2016 **Personnel Actions**. Mrs. Summers provided a second to the motion and the motion passed.

There were no **Committee Reports**.

Under the heading of **Other Reports**, Friends President Frank Niemiec updated TCPL Board members on recent Friends activities. Mr. Niemiec mentioned that with the success of the special Friends sale of only children's books, this past April, the Friends have decided to try this approach again. On Saturday, August 6<sup>th</sup>, the Friends will hold another special children's book sale in McAllister Meeting rooms A & B. The sale will go from 11:00 a.m. to 5:00 p.m. All children's books will once again be fifty cents. Mr. Niemiec also reported the Friends will start looking for a new scholarship committee chair. Susan Roby, who has chaired the committee for several years, will be in Alaska to spend time with a grandchild during the next scholarship cycle.

Also under **Other Reports**, Downtown Youth Librarian Melissa Freed presented information about the Summer Reading Program. The Board was shown the video produced by youth services staff. Mrs. Freed shared current registration numbers for both the youth, teen and adult programs and mentioned that each program was using the same theme this year. She spoke about the prizes available to participants including tickets for Lafayette Aviators baseball and a Yoga prize. Mrs. Freed indicated registration had a slower start last year and attributed an uptick in early registrations in 2016 to the difference in school calendars caused by snow days last year. She ended the presentation stating the DVD was given to local schools as youth staff visited the schools and distributed print materials for the summer reading program. Also, the video can be seen on YouTube. The Board was appreciative of the presentation while receiving registration prizes for the program.

There was no **Old Business** to consider.

Under the heading of **New Business**, the County Librarian introduced the topic for operating hours at the new Wyandotte Branch. Mr. Holman reminded the Board that the Board of Trustees determines and approves operational hours related to library services. With continued discussion to finalize the operating hours for the Campus Library, it is necessary to approve hours for Wyandotte. Administratively, the recommendation for Wyandotte is a total number of 54 hours which mirrors operating hours at Klondike. Staffing

of the Wyandotte Branch is based on several Campus Library staff being reassigned to Wyandotte. Managing Librarian Leanne York will divide her time between both buildings. Board approved hours will greatly assist in providing schedules to Campus Library staff members and publicizing the opening of Wyandotte. Mr. Lahr moved to approve the operational hours of the Wyandotte Branch that total 54 hours with daytime, evening, and weekend hours and being the same as the Klondike Branch. Mrs. Goonewardene provided a second and the motion passed.

Also, under the heading of **New Business**, the County Librarian presented background information on a relatively new law of the Indiana General Assembly. The law relates to the internal controls of local taxing units and dictates that "the legislative body of each political subdivision must adopt the minimum internal control standards as defined by SBOA." Also, "the legislative body must ensure that personnel receive training concerning the internal control standards and procedures adopted by the political subdivision." The new law will be overseen by the State Board of Accounts. A Board resolution must be adopted as part of the new law. Mr. Holman shared a copy of the resolution and indicated all Board members and staff members who handle money must receive training by December 31, 2016. Mrs. Goonewardene moved to adopt the Resolution for Internal Controls policy. Mr. Lahr seconded the motion. The motion passed.

Under the heading of **Other Business**, Mrs. Goonewardene moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 24802 through claim number 24933. The prewritten claims totaled \$245,170.03 and the regular claims totaled \$625,964.67 for a grand total of \$871,134.70. Mrs. Summers provided a second to the motion and the motion passed.

Under **Comments from the Board**, Mrs. Goonewardene reported the Joint Board of the Campus Library met on May 16<sup>th</sup>, 2016. Representatives of Ivy Tech indicated concerns about the reduced hours of operation for the Campus Library. The Joint Board agreed that a discussion should take place between key staff of TCPL and Ivy Tech to consider additional hours. Finally, Mrs. Goonewardene indicated a special meeting of the Joint Board was set for Monday, June 20<sup>th</sup>. There was no further discussion about the topic.

Mrs. Goonewardene moved to adjourn the regular Board meeting at 8:06 p.m. Mrs. Summers seconded the motion and it carried.

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Gail Summers, Secretary

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