

## TIPPECANOE COUNTY PUBLIC LIBRARY

### REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

**June 6, 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 1, 2017 in conformity with the Indiana Open Meeting Act.

#### PRESENT:

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

#### ABSENT:

Dinah McClure, Member  
Stephen Bultinck, Treasurer

#### GUESTS

Frank Niemiec, Friends President  
Jos N. Holman, County Librarian

President Mida Grover chaired the regular Board meeting and called it to order at 7:30 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 1<sup>st</sup>, 2017 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 commented on a few items from the report. He mentioned in early May, Purdue Federal Credit Union conveyed its bi-annual gift to support the Family Read Aloud program held each February. The \$2,500 PFCU gift continues to be the major co-sponsor of the program along with the Friends of TCPL. More than 400 families participated in February 2017. Mr. Holman indicated TCPL recently received a gracious offer to give away books to youth participating in the Summer Reading Program (SRP). The cash donation is being given by a donor who wishes to remain anonymous. It is the same donor who supported the 2016 SRP with a gift of \$10,000. Finally, Mr. Holman indicated TCPL's initiation of the Statewide Remote Circulation System (SRCS) program is already seeing an increase in the number of inter-library loan (ILL) circulations. From mid-April through the end of May, 262 ILLs were borrowed by TCPL customers. During this same time, TCPL lent 110 ILL items. In the past, TCPL rarely lent more than 10 items in an entire year. A live link has been put on the library's website to raise the awareness of the new ILL service. To this point, the decision to join the SRCS program seems to work well for increased use of TCPL resources. In reference to the County Librarian's report, President Grover commented on TCPL's compliance to provide the names and addresses of current TCPL employees to the Tippecanoe County Treasurer. Mr.

Holman explained as a local taxing unit, TCPL is subject to the Title 6 – Taxation section of the Indiana Code. The Treasurer’s office uses this information to discern if any TCPL employees are eligible for property tax garnishments.

Mrs. Goonewardene moved to approve the June 6<sup>th</sup>, 2017 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Gail Summers reported for the Finance committee. The committee met to consider a Rainy Day Fund transfer. With the County Librarian, the committee looked at the current balance of all the named funds TCPL uses. Also, the committee looked at monthly expenditures and revenue for the past years of 2015, 2016, and through April 2017. To keep TCPL’s levy from decreasing, the library should make a transfer to its Rainy Day Fund. Doing so will not impact TCPL’s tax rate as it has been pretty steady and should remain the same. The County Librarian added comments on the June 30 cash balance and its calculation as it relates to the development of the operating budget. Mrs. Summers indicated the committee recommends moving \$500,000 from the Operating Fund to the Rainy Day Fund. Action on this topic will take place under New Business.

Also, Mrs. Summers shared a report from the Board’s Personnel committee. The committee met specifically to review the per diem approach that TCPL has practiced for the past decade. To fully contemplate the topic, the committee will need to review wording in the Continuing Education Policy in TCPL’s Personnel Code. With TCPL staff traveling to the American Library Association Annual conference, the committee concluded staff needed to operate under the current policy until permanent changes are made. The committee will bring a recommendation to a future meeting.

Under the heading of **Other Reports**, Friends President Frank Niemiec reported the June Friends book sale was profitable. More than \$11,000 was made during the first two days. He also mentioned nine new Friends memberships were submitted and that four enthusiastic volunteers were accepted. Finally, he reported the Friends continue to work on the need for replacement personnel to coordinate author visits.

Also under the heading of **Other Reports**, youth librarian Mynda Cruz shared information about this year’s Summer Reading Program (SRP). Mrs. Cruz highlighted several aspects of the SRP including the theme for the year, prizes being given out and the current registration numbers. She mentioned upcoming programs of Snakehead Ed and Amazon John. Both programs are part of the Thursday special series that occur each week.. Finally, Mrs. Cruz mentioned there is a YouTube link for the youth web pages that show the short film used to promote the SRP.

Under the heading of **Old Business**, and based on the Finance committee report previously given, Mrs. Summers moved to transfer up to \$500,000 from the Operating Fund to the Rainy Day Fund. Mr. Hawkins seconded the motion. The County Librarian made a few comments about the transfer as it relates to the 2018 budget. The motion was voted on and unanimously passed.

Under the heading of **New Business**, President Grover briefly commented on the TCPL Foundation board's request for repayment of the reimbursable grant used to assist in the Wyandotte Branch construction. Though absent from the meeting but through email, Foundation Liaison Dinah McClure recommended the Board comply with the request. There was little discussion on the matter. Mrs. Goonewardene moved to repay the reimbursable grant to the Foundation. Mr. Lahr provided a second and the motion passed. The County Librarian indicated the payment would likely be made at the Foundation's July meeting.

Under the heading of **Other Business**, Mr. Hawkins moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 26138 through claim number 26258. The prewritten claims were \$231,184.41 and the regular claims were \$149,891.76 for a grand total of \$381,076.17. Mrs. Summers seconded the motion and it passed.

Mr. Hawkins inquired about progress on the Assistant County Librarian vacancy. Mr. Holman indicated the search was still going slower than desired. Resumes are not pouring in and several applicants do not have the requisite qualifications. Mr. Holman will continue to give thought to the entire process and possibly consider an alternative approach.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:02 p.m. Mrs. Goonewardene seconded the motion and it carried.

---

Gail Summers, 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.