TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
June 3rd, 2014

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 Friday, May 30th, 2014 in conformity with the Indiana Open Meeting Act.

PRESENT:
Dinah McClure, President
Mida Grover, Vice-President
Brandon Hawkins, Secretary
Ed Perez, Treasurer
Steve Bultinck, Member
Gail Summers, Member

ABSENT:
Lora Goonewardene, Member

GUESTS
Audrey Burghardt, Friends President
Harry Mohler, Architect
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Dinah McClure chaired the regular Board meeting and called it to order at 7:35 p.m. Prior to the regular Board meeting, an Executive Session for the discussion of strategy related to real estate took place. No action was taken in the Executivé Session.

A quorum was declared to conduct business for the library.

Board member Gail Summers led the Board in reciting the Pledge of Allegiance.

Board Vice President Mida Grover moved the **Board Minutes** of April 1st, 2014 be approved as presented. Board treasurer Ed Perez provided a second and the motion passed. The lack of a quorum for the May 5th, 2014 regular Board meeting resulted in no meeting minutes for May 5th.

Under the heading of the **County Librarian's Report**, Mr. Holman mentioned several system items and activities for the Board. Mr. Holman reported the TCPL department heads discussed and reviewed policies, practices, and procedures related to Internet use of computer equipment. A

recent incident related to explicit images on visible computer monitors at the Klondike Branch initiated this review. Subsequently, restated administrative expectations combined with specific written directions were codified and shared with all staff. Library staff members are now equipped to handle future situations in a timely and consistent manner that achieves a setting conducive for use by all ages and genders. Mr. Holman mentioned TCPL implemented a temporary approach to manage the financial work in the ADMIN office. Working with the Olsten Agency, a temp started working with TCPL on May 12th. Mort Imamura has years of experience in finances with an extensive banking and accounting background. Mort retired locally and has committed to working through mid-July. At that point we will assess his interest in continuing to work at TCPL. Mr. Holman conveyed the management team's review of the **"For Safety"** document that is used to help staff interact positively with younger children. The document was slightly modified by replacing the word "minor" with the word "children". Also, we clarified children age 6-10 would be treated differently than teenagers with respect to their being on library premises/property at closing time. Finally, Mr. Holman pointed out that in the May County Librarian's Report, it was noted TCPL entered into a five-year contract with SIRSI, the vendor for TCPL's automated catalog system. The contract will save almost $20,000 over the five-year period.

Board Secretary Brandon Hawkins moved to approve the May 5th and June 3rd, 2014 **Personnel Actions.** Mr. Perez provided a second to the motion and the motion passed.

There were no **Committee Reports.** However, as TCPL Foundation Board member and liaison, Mr. Perez reported the Foundation received a substantial estate gift. West Lafayette resident Robert F. Mertz left an estimated $300,000 to TCPL's Foundation and a similar amount to two other community organizations.

Under the heading of **Other Reports,** Youth Librarian Melissa Freed presented information about the 2014 Summer Reading Club. Activities, programs, prizes and supporting documents are planned for children, teens, and adults. Mrs. Freed shared various details about the summer reading activities and showed the staff created video used and distributed during school visits. Freed also handed out samples of the prizes. The Board was appreciative of the video.

Also, under **Other Reports,** Friends of TCPL President Audrey Burghardt commented on a few items regarding recent Friends activities. Mrs. Burghardt shared the upcoming June 14-16th book sale theme centered on cleaning out "attics and basements." The donations have been steady. The Friends have completed the revision of their Articles of Incorporation and are working toward getting the bylaws to reflect how the Friends actually operate and what they do. The Friends annual meeting had a good turnout and the Friends awarded 7

scholarships totaling $6000 to TCPL staff members pursuing their undergraduate and graduate education. The "literacy cupcake" theme and the guessing contest went very well. Mrs. Burghardt asked the Board to save the date for the Friends 50th Anniversary dinner being held on Saturday, October 18th at the Trails. Tickets are $10.00. Author Phillip Gulley, who also contributes to Indianapolis Monthly, is the scheduled keynote speaker. Board President Dinah McClure encouraged Board members to mark their calendars to attend the event.

Finally, under the heading of **Other Reports,** the County Librarian presented information about the launching of the E-Reader service. Mr. Holman gave an overview of how the new service will work and how it was funded. He distributed three e-readers for Board members to handle. Several questions were asked and answered during the discussion. Mr. Holman thanked the Friends for funding the marketing efforts for the e-readers. The work was outsourced to local author Angie Klink and graphic artist Natalie Powell.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered one item, the Shared Operating Cost for the Campus Library. The County Librarian provided a few details about the Shared Operating Agreement and the costs associated with staffing, supplies, and the bonds. Mr. Perez moved to approve the Shared Operating Cost document as presented. Mrs. Grover provided a second and the motion carried.

Under the heading of **Other Business,** Mr. Perez moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 22124 through 22206. The prewritten claims totaled $260,806.81 and the regular claims totaled $99,854.63 for a grand total of $360,661.44. Mrs. Grover seconded the motion and it passed.

There was no **Other Business.**

Mr. Hawkins moved to adjourn the regular Board meeting at 8:15 p.m. Mrs. Grover 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.