TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
October 7, 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, October 3rd, 2014 in conformity with the Indiana Open Meeting Act.

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

ABSENT:

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

President Dinah McClure chaired the regular Board meeting and called it to order at 7:32 p.m. A quorum was declared to conduct business for the library.

Board Vice-President Mida Grover led the Board in reciting the Pledge of Allegiance.

Board Vice-President Mida Grover moved the **Board Minutes** of September 2nd, 2014 be approved as presented. Board member Steve Bultinck provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman commented on several items from his report. He noted the masonry and limestone restoration project at the downtown library is finished. Atlas Building Services, Inc. spent five weeks cleaning and waterproofing the building, replacing stones in the interior sidewalk canopy, and putting in metal drip edges on capstone areas. Also, new caulking was put around all windows and dormers and in areas where brick met stone. The building gutters were cleaned out, and where needed, replaced by Hinshaw Roofing, Inc. The downspouts were cleaned out as well. Installation of the snow guards will be scheduled as soon as possible. Mr. Holman reported that Lexi Wissel was appointed the new chair of TCPL's Social Committee. Activities and events of the Social Committee

are funded by deducted contributions from employee paychecks. Mr. Holman indicated TCPL was asked to submit a program proposal for the Indiana Online Users Group Fall Conference, ***"Library Hacks: New Roles, New Tech, New Spaces"*** on October 30th at Indiana Wesleyan in Indianapolis. The conference planners are interested in TCPL's circulation of e-readers. Neal Starkey, Head Technology Librarian, developed the written proposal and will present the program at the conference. Mr. Holman indicated the library's vacant property on 550 East had its second and final mowing of the season on September 30th by Bellinger's, Inc. He encouraged Board members to stop by and view the property at their convenience. Finally, Mr. Holman mentioned the next meeting of the Joint Board of the Campus Library takes place on Monday, October 20th at 6:00p.m. The rotation to coordinate and facilitate the meeting has returned to TCPL. TCPL Board member Lora Goonewardene was elected chair at the group's May meeting.

Board Secretary Brandon Hawkins moved to approve the October 7th, 2014 **Personnel Actions.** Mrs. Goonewardene provided a second to the motion and the motion passed.

Under the heading of **Committee Reports,** Mr. Hawkins reported for the Personnel Committee. Mr. Hawkins mentioned the committee met in videoconference with Tedd Smith, consultant with the Singer Group, Inc. During the videoconference meeting, Mr. Smith shared a preliminary report related to the salary and wage study. Mr. Hawkins conveyed to Board members some of the specific areas categorized in the preliminary report. Mr. Hawkins also relayed in some detail about a TCPL Compensation Philosophy document presently being developed. Mr. Hawkins stated the reoccurring cost to TCPL is estimated about $35,000. The Board decided to schedule an executive session prior to its November 3rd meeting. The Personnel Committee was tasked with bringing forward a written report and recommendation of at least two different scenarios. There were no other committee reports.

Under the heading of **Other Reports,** Friends President Audrey Burghardt reported the September book sale went fairly well, making just over $17,000. Mrs. Burghardt shared that the Friends held a special event that brought together about 65 volunteers out of 100 invitees. The Friends called it a "pie night" with pie and coffee. The volunteers wore their 50th Anniversary polo shirts. A picture of the group was taken for the 50th Anniversary program book. Finally, Mrs. Burghardt stated that about 160 tickets were sold for the 50th Anniversary dinner and the Friends are really looking forward to the celebration.

Also, Under the Heading of **Other Reports,** the County Librarian made a presentation on the final report of the summer reading program. Mr. Holman showed a couple of PowerPoint presentations with details about participants, community sponsors, and the prizes awarded for the youth, teen, and adult

summer reading programs. The presentation also included the programs presented during the eight week activity. Mr. Holman spoke about the hard work the staff does in planning and carrying out this annual activity. He also mentioned the great financial support of the Friends for summer reading activities. President McClure conveyed the Board's gratitude for the Friends financial support of the program. She also requested the County Librarian convey the Board's appreciation and thanks to TCPL staff members for the great work that was done.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered the adoption of the 2015 budgets. The County Librarian shared final information regarding changes in the General Operating budget and the implications of the changes. Mr. Holman also communicated the anticipated tax rate using an estimated assessed valuation. Mr. Hawkins asked about the comparison of the 2014 and anticipated 2015 rate. Mr. Holman confirmed the tax rate will remain under seven cents because the actual assessed valuation of property in the library district is far greater than the estimated amount. Once the budgets are adopted, the County Librarian will need to electronically file all budget forms within two days of the budget adoption. Brandon Hawkins moved to adopt the 2015 General Operating and the Bond and Interest Fund budgets. Mrs. Grover provided a second and the motion passed.

Also under **New Business,** the County Librarian shared a document called ***Rules of the Road*** which is used in the youth rooms of TCPL to coordinate Internet services for children under 18. It is important that youth understand the document which directly guides and restricts their use of the Internet. The County Librarian requested the Board consider a few minor changes in the document. After a bit of discussion, the County Librarian was directed to consider a couple of modifications in the document and to bring it to the Board at a subsequent meeting. Mr. Holman indicated he should be able to meet that deadline.

Finally, under **New Business,** the County Librarian presented a list of surplus computer equipment that is outdated, unrepairable, and likely already replaced by newer equipment. Automation staff members compiled the list which included computer desks and microfilm cabinets from the old downtown computer lab. Surplusing these items will assist with the preparation to change the computer lab into a "family history center." Mrs. Grover moved to approve the October Surplus List of surplus as presented. Mrs. Goonewardene seconded the motion and the motion passed.

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 22590 through 22721. The prewritten claims totaled

$382,182.01 and the regular claims totaled $243,531.95 for a grand total of $625,713.96. Mr. Hawkins seconded the motion and the motion passed.

Also, under **Other Business,** Mrs. Grover inquired about the Library Link program and the number of volunteers being used. The County Librarian and Assistant County Librarian responded by providing more details about current volunteer numbers and the status of the program. Mrs. Goonewardene inquired about a replacement for Ed Perez who resigned as Board member and treasurer. President McClure indicated the appointing body, Tippecanoe County Council, has yet to find a replacement. There is a bit of concern about the Board operating without a treasurer for too long. After brief discussion regarding the duties of the Board treasurer, Mr. Hawkins moved that Steve Bultinck be elected to serve as Treasurer of the Board of Trustees. Mrs. Goonewardene seconded the motion and the motion passed.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:20 p.m. Mrs. Goonewardene seconded the motion and it carried.

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Brandon Hawkins, Secretary

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