

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

October 6, 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, October 1, 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
Lora Goonewardene, Member

ABSENT:

Dinah McClure, President

GUESTS

Frank Niemiec, Friends Vice-President
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.

Mr. Hawkins moved the **Board Minutes** of September 1st, 2015 be approved as presented. Board member Dave Lahr provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a couple of items. He stated that in an unusual move and likely for the first time in a decade, TCPL will forego its monthly in-person staff meeting. Both the County Librarian and Assistant County Librarian will be away on a continuing education activity the second Wednesday of the month. Information related to the Board meeting will be conveyed to TCPL staff in a different format. Mr. Holman went on to mention TCPL is in the process of changing its vendor for credit card transactions. Finance Controller Mort Imamura initiated the activity because TCPL needed to become Payment Card Industry (PCI) compliant. PCI compliance, in terms of maintaining a secure environment, is required for all companies that process, store or transmit credit card information. With the assistance of Old National Bank and at a cost of \$299, TCPL will get a new credit card machine that will be located at the Downtown library. Though there are minimal savings on an annual basis, a very

important factor in the change is having a local company handle this aspect of TCPL business. Complementary to this change, the Downtown and Klondike libraries will transition from the plastic Debitex print cards to online library card-based accounts for all printing and copying. This transition will allow TCPL to move to new equipment that accepts either credit cards or cash for all printing and copying activities. Staff members are already trained for this significant change scheduled to occur on October 6.

Mr. Hawkins moved to approve the October 6th, 2015 **Personnel Actions**. Board Treasurer Steve Bultinck 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 reported on the most recent book sale. He commented the sale was very successful and netted \$14,250. Mr. Niemiec indicated there were 19 totes of leftover books. The Friends initiated two new promotional approaches that offered discounts to local school teachers and students. Both promotions went well. Board member Lora Goonewardene thanked the Friends for their financial support to reupholster the people chairs.

Also under **Other Reports**, the Board discussed several topics associated with the future operations of the East branch. The Board reviewed background information on the opening of Campus and Klondike and how the East branch might open. The County Librarian responded to several questions and comments about options for overhead costs, staffing and fixed assets. The County Librarian was asked to create a document that demonstrated the costs to operate each building and the service level for each building. The document should be emailed to the Board. The Board will consider their next action based on the information provided by the County Librarian.

Under the heading of **Old Business**, the County Librarian briefly reviewed the materials collection allocations for the 2016 operating budget. Mr. Holman confirmed the total amounts being spent on print and non-print items including digital resources in each category. The "electronic resources" line in the budget was also adjusted to better represent what is being spent on electronic databases and subscriptions. The information was shared to give the Board insight into the percentage ratio of print to non-print spending of the materials budget collection.

Under the heading of **New Business**, the Board considered the adoption of the 2016 budgets. As usual, TCPL will utilize two budgets; the General Operating budget and the Bond and Interest Fund (BIRF) budget. The County Librarian shared final information regarding changes in the General Operating budget. The Board conducted a brief review of the total budgetary numbers. Mr. Holman also communicated the anticipated tax rate using an estimated assessed valuation. After adoption, the County Librarian must electronically

file all budget forms within two days of the budget adoption. Mr. Bultinck moved to adopt the 2016 General Operating and Bond and Interest Fund budgets. Mr. Hawkins provided a second and the motion passed.

Also under **New Business**, the County Librarian presented a short surplus list. Several public use copiers have malfunctioned and are unreliable in terms of use. Needed parts for these copiers are no longer available. The County Librarian requested the Board surplus the copiers. The copiers will be picked up for recycling by Oscar Winski. Mr. Hawkins moved to approve the October 2015 Surplus list as presented. Mr. Lahr provided a second. 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 23925 through 24036. The prewritten claims totaled \$257,529.83 and the regular claims totaled \$133,109.08 for a grand total of \$390,638.91. Board member Gail Summers seconded the motion and the motion passed.

Under the heading of **Comments from the Public**, Mr. Niemiec shared a few statements about the future growth of the Tippecanoe County School Corporation. Mr. Niemiec indicated there might be an opportunity for future collaboration regarding the acquisition of land. Vice-President Grover thanked him for his comments.

Mrs. Goonewardene moved to adjourn the regular Board meeting at 8:15 p.m. Mr. Lahr seconded the motion and it carried.

Brandon Hawkins, Secretary

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