TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 2, 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, August 29th, 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
Lora Goonewardene, Member

ABSENT:
Gail Summers, Member

GUESTS
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. A quorum was declared to conduct business for the library.

Prior to the regular Board meeting, a public hearing on the 2015 budget was held at 7:30 p.m. Local taxpayers were notified of this opportunity through published legal ads in the Lafayette Leader and the Journal & Courier. One member of the public attended but did not object to or speak of the 2015 budget.

Board member Steve Bultinck led the Board in reciting the Pledge of Allegiance.

Board Vice-President Mida Grover moved the **Board Minutes** of August 5th, 2014 be approved as presented. Board member Lora Goonewardene 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 that in September, TCPL will celebrate National Library Card Sign-Up month. TCPL will offer a give-away item to each customer who gets a new library card. The give-away is a customized notepad displaying the TCPL logo and key words of TCPL's vision. He mentioned that Mort Imamura, the temporary worker from the Olsten

Agency, agreed to become an employee of TCPL working 20 hours a week. Mort has a keen eye for detail and a solid financial accounting background that will serve TCPL well. Mr. Holman reported on a zoning change that may impact service levels at the Klondike Branch of TCPL. A request to change from business retail zoning to residential zoning for the corner of Lindberg and Klondike roads was brought before the Area Plan Commission. The developer of the corner property will likely start a housing development which will definitely increase the customer base at Klondike. Additional information will be shared as it becomes available. Finally, Mr. Holman reported a staff and family picnic is being planned for 6:30 p.m. on Saturday, September 6th at Columbian Park. This annual activity offers an opportunity for staff to share a meal in a relaxing atmosphere while meeting family members of fellow staff. It is primarily funded by deductions of staff who participate in the Courtesy Fund. The Social Committee will provide hamburgers and place settings. Staff members may bring their favorite dish, non-alcoholic beverages and games to play. Mr. Holman invited Board members to stop in if it fit into their schedules.

Board Secretary Brandon Hawkins moved to approve the September 2nd, 2014 **Personnel Actions.** Mrs. Grover provided a second to the motion and the motion passed.

Under the heading of **Committee Reports,** Board Treasurer Ed Perez reported that the Finance Committee met and discussed the proposed issuance of a new bond. Two different bond amounts were discussed. Also, the committee considered what funding mechanisms might be available if the Board opted for the lower bond amount. The consensus was to recommend the Board issue a $2 million dollar bond. This amount will make the construction of East branch a controlled project. There were no other committee reports.

Under the heading of **Other Reports,** there was no report for the Friends of TCPL. Mr. Hawkins reported on activities with the Facilities Committee. The committee met with the County Librarian to review projects for the Friends of TCPL anniversary gift of $50,000. TCPL staff members worked with Robbin's Library Interior, Inc. to fully develop and cost out two specific ideas. The committee considered the pros and cons of both ideas and several other factors including which idea might better serve the public while expanding library service. Mr. Hawkins stated the committee agreed to recommend the development of a "family history center" to utilize the Friends gift. After Board review of the sketch representing the document and a few general comments, the Board indicated they would follow the committee's recommendation and that the County Librarian could convey the Board's consensus to the Friends of TCPL. Finally, Mr. Hawkins reported that the Facility Committee planned to utilize an "owner's representative" in the building of the East branch and that meetings to interview potential candidates would be set up.

Also, under **Other Reports,** the County Librarian presented a final review of the 2015 Operating budget. Mr. Holman suggested a few changes in the following line items: Print Materials, Non-Print Materials, Electronic Subscriptions, Library Assistants, Librarians, and Library Improvement Reserve Fund. A number of these changes were connected to the addition of two new databases, Hoopla and Zinio. Mr. Holman provided background information on the two databases. Both are digital based services that allow for increased digital materials for checkout by library customers. Mr. Holman also pointed out the historical perspective regarding the percentage of spending of audiovisual materials in contrast to print materials. Finally, pending the Singer Group, Inc. wage compensation study results and the Board's Personnel Committee recommendations, the changes would give the Board options for implementation of the recommendations. The Board supported the changes in the 2015 Operating budget.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered the adoption of a Preliminary Bond Resolution. Bond Counsel Jane Herndon of Ice Miller LLP prepared the Preliminary Bond Resolution which authorizes the issue of bonds. The bond allows the library to receive funds to construct a new branch in eastern Tippecanoe County. The Finance Committee recommended the Board issue a bond in the amount of $2 million dollars. Umbaugh and Associates estimated the interest rate and calculated the bond repayment schedule. After approval of the Preliminary Bond Resolution, local taxpayers are notified of the intent to sell bonds by placing legal ads in both local newspapers and by public posting of the notification in the library district. Also, TCPL will need to seek approval of the bond issuance from the County Council as an elected fiscal body. The resolution was presented to the Board. Mr. Perez moved to approve the Preliminary Bond Resolution as presented. Mr. Bultinck provided a second to the motion and the motion passed. A copy of the resolution is attached hereto as Exhibit A.

Also under **New Business,** a Bond Reimbursement Resolution was considered by the Board. Mr. Holman mentioned that with the decision to issue a general obligation bond to construct a branch, there is a need for the services of architects, engineers, and other professionals. If TCPL incurs costs for professional services in 2014 associated with preparation of the construction project, the library can be reimbursed from the bond proceeds for these costs. To utilize this option, the Board must adopt a "declaration of official intent to reimburse expenditures." The Board reviewed the document. Mr. Perez moved to adopt the Bond Reimbursement Resolution as presented. Mrs. Goonewardene seconded the motion and the motion passed. The resolution is attached as Exhibit B.

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 22491 through 22589. The prewritten claims totaled $276,142.06 and the regular claims totaled $126,912.39 for a grand total of $403,054.45. Mr. Hawkins seconded the motion and it passed.

Also, under **Other Business,** President McClure stated that she has the unpleasant duty of announcing that Board Treasurer Ed Perez was resigning from the Board. Mr. Perez accepted a new job with State Farm Insurance that will relocate him and his family to Normal, Illinois. President McClure, along with the Board, thanked Mr. Perez for his work and service to the library and wished him well.

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

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Brandon Hawkins, Secretary

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