TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 5th, 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, August 31, 2017 in conformity with the Indiana Open Meeting Act.

PRESENT:
Mida Grover, President
Lora Goonewardene, Vice-President
Stephen Bultinck, Treasurer
Dave Lahr, Member
Brandon Hawkins, Member

ABSENT:
Dinah McClure, Member
Gail Summers, Secretary

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

President Mida Grover 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.

Prior to the regular Board meeting, a Public Hearing was held on the 2018 budgets. President Mida Grover called the hearing to order at 7:30 p.m. There were no public comments. Board Treasurer Steve Bultinck moved to close the public hearing. Board member Brandon Hawkins seconded the motion and the motion passed.

Mr. Bultinck led the Board in reciting the Pledge of Allegiance.

Board member Dave Lahr moved the **Board Minutes** of August 1st, 2017 be approved as presented. Mr. Hawkins provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on several items from his report. Mr. Holman mentioned the annual One Great Read (OGR) program held its "kick off" event Thursday, September 7th at 6:00 p.m. in Pappy's Sweet Shop in the Purdue Memorial Union. Parking passes were available for 30 attendees. *"The Supremes at Earl's All-You-Can-Eat"* by Edward Kelsey Moore is the chosen title. Several OGR programs are scheduled through November 7th. West Lafayette and Union Township Monticello Public Library are partners again this year. Mr. Holman stated TCPL's new website should be unveiled in September which is also National Library Card Sign-up Month (NLCSM). TCPL staff members are conducting beta testing on the website and making suggestions for minor modifications. The website designer, ThinkPod, completed training with staff members responsible to maintain the website content. Also, in celebration of NLCSM, free replacement cards are being given to library customers. A customer who lost their card, or prefers a new key chain style card, will receive one without

paying the $1 fee. Also during NLCSM, the Mobile Library will informally celebrate its arrival at TCPL 15 years ago. Library giveaways for NLCSM include scratch pads and stickers at each circulation desk. Mr. Holman pointed out the Board mailing included an updated "Welcome to TCPL" brochure. The brochure contains changes made in circulation limits. Mr. Holman shared the downtown library looks different with a major shift going on in the AV media room. The shift removed mystery and science fiction from the AV media room and integrated the books into the fiction collection. New end panel signs will help identify the new locations of these two genres. Finally, Mr. Holman stated 125 new chairs and storage dollies were purchased for the library's downtown meeting rooms. The chairs are a charcoal color, made of plastic, and are much lighter in weight than the older chairs. Recent replacement microphone equipment was purchased to improve TCPL's audio presentations in the downtown McAllister meeting rooms as well. Separately, six new adult internet desktop computers were installed in the Portal. The Intel iCore5 computers will improve customer satisfaction with increased speed and more temporary memory.

Mr. Hawkins moved to approve the September 5th, 2017 **Personnel Actions.** Mr. Bultinck seconded the motion and it passed unanimously.

There were three **Committee Reports.** Mr. Hawkins indicated the Facilities committee met August 24th to discuss facility projects and bonding priorities. His report is meant to "plant the seed" for future committee work. Mr. Hawkins referenced the Red Crown Mini-Museum at the 6th Street corner as a building renovation project which should include landscaping. He then referenced construction of a South Branch building south of Veterans Memorial Parkway and possibly between 9th Street and Concord Road. Finally, Mr. Hawkins mentioned a future renovation of the downtown library that is user-friendly, more modern looking and meets current and future needs. He indicated the full Board would have the opportunity to discuss these projects at its "strategic advance" on September 15th. Mr. Bultinck reported the Finance committee met on August 17 to go over the 2018 operating budget. After its review, the committee fully recommends the budget being presented by the County Librarian. The committee will work with Mr. Holman to finalize any necessary changes. Finally, Mr. Hawkins reported on the work of the Personnel committee. He indicated with the challenges to fill the Assistant County Librarian position, Mr. Holman is considering alternative ways to organize library operations. The Personnel committee was supportive of further investigation of this topic. Additional work of the committee includes reviewing the health insurance renewal options and the per diem for staff attending conferences before the fiscal year ends.

Under the heading of **Other Reports,** Friends President Frank Niemiec reported the Friends special children's book sale on August 26 netted about $350. He mentioned plans are moving right along for the Friends next book sale during September 15-18. Mr. Niemiec provided a bookmark to each TCPL Board member with sale information on it.

Also under the heading of **Other Reports,** the County Librarian presented detailed information about the 2018 Operating Budget. Mr. Holman provided an overview of the budget and then commented on specific budget lines, especially lines that significantly increased. In several instances, he provided the percentage increase of the budget line. Total personnel costs are increasing by 1.5% while the total budget is increasing by 5%. Several of the increases are associated with building maintenance and repair of the Red Crown Mini-Museum along with increases to the LIRF transfer and equipment purchases. Although the total budget is increasing, TCPL's tax levy remains flat. Board members asked questions and made comments about several budget lines and dollar amounts. Overall, the Board supported the budget as it was presented. The Board will have two additional opportunities for direct input prior to adopting the budget. No action was taken.

There was no **Old Business**.

Under the heading of **New Business,** the County Librarian presented a September Surplus List. The list contained mostly fabric style chairs used in the downtown meeting rooms and excess metal shelving from both the downtown media room and the Campus Library. Mr. Bultinck moved to approve the September Surplus List as presented. Vice President Lora 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 26469 through claim number 26591. The prewritten claims were $334,066.14 and the regular claims were $111,385.95 for a grand total of $445,452.09. Mr. Hawkins seconded the motion and it passed.

Under **Comments from the Board,** the County Librarian updated the Board on their upcoming "strategic advance." The September 15 event will take place at the Mental Health of America building at 941 South Street. Arni's senior salad and Chick-Fil-A will be served along with drinks. When the event finishes, Mr. Holman will return to the library to join the Friends book sale. Separately, Mr. Holman asked for feedback on the charitable contribution he anticipated making in memory of Ted Paget, the husband of recently retired staff member Amy Paget. A brief discussion took place and input was provided regarding the contribution amount. Mr. Holman thanked the Board for their input.

Mr. Bultinck moved to adjourn the regular Board meeting at 8:17 p.m. Mrs. Goonewardene seconded the motion and it carried.

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Lora Goonewardene, Vice-President

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