

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

August 3rd, 2010

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, July 29, 2010 in conformity with the Indiana Open Meeting Act.

PRESENT:

Van Phillips, Vice President

Mida Grover, Secretary

Dinah McClure, Treasurer

Brandon Hawkins, Member

Jerry Withered, Member

ABSENT:

Sarah J. Hicks, President

Lora Goonewardene, Member

ATTENDING

Jos N. Holman, County Librarian

Amy Paget, Assistant County Librarian

Larry French, Friends President

Laura Hudson, IUPUI Student

Vice President Van Phillips 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 Treasurer Dinah McClure led the Board in reciting the Pledge of Allegiance.

Board member Brandon Hawkins moved the **Board Minutes** of July 6th, 2010 be approved as presented. Board Secretary Mida Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman commented on a few items from the report. Mr. Holman shared the fall schedule for the Mobile Library. Also, he reported several maintenance and repair items were taking place with the Mobile Library. Mr. Holman pointed out that TCPL received its first billing related to the new storm water fee ordinance for Lafayette. The total was \$886.80 covering a 6-month time period and 118244.2 feet of impervious surface area. He alerted the Board that Amy Paget will coordinate a donor activity for the Foundation Board in collaboration with the final One Great Read program. The program will showcase professional actor, Richard Garey from Hannibal, Missouri performing his show called "*Mark Twain Himself*" on Sunday, September 26 at TCPL. Foundation donors will be invited to the event and Foundation Board members

will interact with attendees. Finally, Mr. Holman informed Board members of the Indiana Library Federation's annual Legislative Forum on Tuesday, September 14 at Oak Hill Mansion in Carmel. The activity provides insight into the 2011 legislative agenda as it pertains to libraries and also how the fall elections may impact the majority party of Indiana's House of Representatives.

Mrs. Grover moved to approve the August 3rd, 2010 **Personnel Actions**. Ms. McClure seconded the motion and it passed.

There were no **Committee Reports**, though the Facilities committee expected to share information under the heading of Old Business.

Under **Other Reports**, Friends President Larry French gave a report on Friends activities. He indicated book donations were pretty steady and the Friends should be in good shape for the September book sale. Also, the Friends are discussing the possibility of making new Friends polo shirts available for sale to current Friends members and volunteers.

Under the heading of **Old Business**, Board member Jerry Withered reported for the Facilities Committee. Mr. Withered shared that the committee met on July 21 with Facilities Manager Jim Tucker and Link Management owner Tom Walters attending the meeting as well. The meeting focused on whether a design-build process or a traditional architecture process was most appropriate for the Stein Building project. The consensus of the group was that using the traditional process of hiring an architect to design the project, bid it out, and then engage a general contractor is the best way to go. Mr. Withered communicated to the Board the desire of the committee to issue an RFQ to 5-8 architectural firms in August 2010. The committee would then determine what architects to interview during the month of September and a recommendation could be made to the Board in October. In response to a question, Mr. Withered gave a brief explanation of the design-build process. He concluded the traditional route works well with this project and TCPL would bid the project with alternates for covering the Mobile Library and converting the vacant technical services space. Mr. Withered moved to authorize the Facilities Committee to issue a Request for Qualifications for architectural firms, to interview architectural firms, and to bring to the Board within 60-90 days a recommendation on retaining an architectural firm for the agreed-upon Stein Building project on a design, bid, and build basis. Ms. McClure seconded the motion and the motion passed. Mr. Withered commented on the past use of Tom Walters and Link Management serving as owner's representatives with the Campus Library and Klondike Branch. He indicated Link Management served the library well and saved money with the project. Mr. Withered moved to retain Link Management to work on the Stein Building project with an initial expenditure of \$ 10,000 or less. Ms. McClure provided a second to the motion and the motion passed. Also, under the heading of Old Business, the County Librarian requested an extended "leave of absence without pay" for Kathy Evers. Ms. Evers was granted a leave at the May meeting and was released to return to work with restrictions in early August. However, with the stated restrictions, she was unable to be effective at her work duties. Mrs.

Grover moved to approve an extended Leave of Absence as requested by Ms. Evers. Ms. McClure seconded the motion and the motion passed.

Under the heading of **New Business**, the County Librarian provided a Surplus List dated July 29, 2010 that contained 28 computers, 4 printers, and 12 monitors. The majority of these computers were slower staff computers recently replaced with off-lease computers compatible with SIRSI Symphony software. Mrs. Grover moved to approve the Surplus List as presented. Ms. McClure provided a second to the motion and it passed. Also, under New Business, the County Librarian presented the first draft of the 2011 Operating Budget. A budget narrative accompanied the electronic mailing of the draft budget. General discussion of the budget ensued. A few questions about specific budget lines along with comments about the total dollar amount of the budget were shared. The County Librarian reminded the Board the initial review of the budget was to reach consensus about the total amount for the purpose of advertising the budget prior to the public hearing. Also, he indicated the budget could be adjusted downward if there were substantial concerns. It was agreed the Finance Committee would meet to further review the budget going through line items for possible adjustments, confirm final numbers, and make a recommendation to the Board. Ms. McClure moved to proceed with advertising the budget for the public hearing and therefore meet the agreed upon schedule for budget adoption. Mrs. Grover seconded the motion and it passed.

Under the heading of **Other Business**, Ms. McClure moved to approve the grand total of the claims listing presented by the county Librarian starting with claim number 16640 through 16757. The prewritten claims were \$255,083.24 and the regular claims were \$116,880.71 for a grand total of \$371,963.95. Mrs. Grover seconded the motion and it passed. Also, under the heading of Other Business, the County Librarian reported a unique situation with the County Auditor's Office. Mr. Holman was recently informed by the Deputy County Auditor that Capital Project Fund dollars were mistakenly forwarded to TCPL in 2010. TCPL does not have a CPF budget covering 2010. A formal request was received for TCPL to repay the amount in a reasonable time frame. Mr. Holman requested permission to reimburse the County prior to the next Board meeting. Ms. McClure moved to reimburse Tippecanoe County monies inadvertently forwarded to TCPL in 2010. Mr. Hawkins provided a second and the motion passed.

There was no **Other Business**. There were no comments from the Board or comments from the public.

Mrs. Grover moved to adjourn the regular Board meeting at 8:23 p.m. Mr. Hawkins seconded the motion and it carried.

Mida Grover, Secretary

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