

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

**August 2<sup>nd</sup>, 2011**

**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 28, 2011 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Sarah Hicks, President  
Van Phillips, Vice-President  
Mida Grover, Secretary  
Dinah McClure, Treasurer  
Brandon Hawkins, Member  
Jerry Withered, Member

**ABSENT:**

Lora Goonewardene, Member

**Guests:**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian

President Sarah Hicks chaired the regular Board meeting and called it to order at 7:30 p.m. A quorum was declared to conduct business for the library.

Vice-President Van Phillips led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dinah McClure moved the **Board Minutes** of July 5<sup>th</sup>, 2011 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 highlighted several items of note. He announced that a new Facilities Coordinator was hired. John Spencer is a journeyman electrician with hands-on construction experience. John started work on Monday, August 1 and is spending his first week in training and orientation. Mr. Holman mentioned that TCPL's 2011 Staff Day is scheduled for Tuesday, August 9 from 8:45 a.m. to 4:15 p.m. The day will focus on technology and social media with the debut of TCPL's "23 Things" and Ohio author Laura Solomon presenting her talk on "Doing Social Media So it Matters". Finally, Mr. Holman reported that after a couple of years planning and months of working out the details

between SIRSI and Talking Tech, TCPL's new telephone notification system was officially turned on in mid-July. This new equipment makes phone calls to library customers about overdue notices and items on hold and also accepts incoming calls regarding individual library accounts. TCPL'S Foundation contributed \$8,972 toward this purchase. Effective use of this equipment along with increased email notification will position TCPL to spend less money on postage in 2012. Starting September 1, 2011, TCPL should significantly decrease the amount of "snail mail" it sends out.

Mrs. Grover moved to approve the August 2<sup>nd</sup>, 2011 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Jerry Withered reported on the committee's assignment to conduct interviews for an "owner's representative" for the Stein Building project. Mr. Withered indicated that after the interviews, the committee discussed the candidates and reached consensus on using Link Management as the "owner's rep". A recommendation will come under New Business. Mrs. Grover reported that the Personnel Committee has met and would make a recommendation under New Business as well.

Under the heading of **Other Reports**, the County Librarian announced that Friends President Larry French conveyed his regrets and would be absent from the meeting. Also under the heading of Other Reports, Mr. Holman took the Board through the 2012 Operating Budget process. He reminded the Board of the necessary steps and timeline to ensure adoption of the budget for the next fiscal year. Ms. McClure reported that to maintain the budget's timeline regarding the public hearing, a legal ad should be placed in local newspapers in mid-August. The legal ad provides notice of the public hearing along with estimated 2012 tax rates and the 2012 maximum levy. Consensus was reached to place the legal ad with the appropriate information.

Under the heading of **Old Business**, the County Librarian presented information associated with the current review of TCPL's Building and Property Use Policy. As directed by the Board, the statement in the policy that referenced guns not being allowed in the library was deleted. Copies of the revised policy were distributed. Mr. Holman reported that TCPL's management team discussed potential revisions to the policy from a customer service standpoint. He indicated the management team has a preference to focus on customer behavior with any additional changes to the policy. Also, there is a preference to develop a separate document in layman's term that can be directly given to library customers. No action was requested of the Board regarding this report.

Under the heading of **New Business**, Mrs. Grover reported that the Personnel Committee met and discussed two personnel policies. The

Bereavement/Funeral Leave and the Sick Leave policy were both discussed. Suggested changes in both policies were briefly discussed. President Hicks asked that the Bereavement/Funeral Leave policy be revised according to the discussion and brought back to the next Board meeting. Changes in the Sick Leave policy were acceptable to the Board.

Also, under New Business, Mr. Withered reiterated the recommendation to use Link Management, Inc. as an owner's representative to protect the library's interest in the upcoming construction project. He moved to approve Link Management as the "owner's representative" for the Stein Building project. Mr. Phillips seconded the motion and the motion passed. Finally, under New Business, Mr. Withered informed the Board that the construction documents for both the Stein Building and the Technology Commons were reviewed by Link Management and then updated and finalized by the Troyer Group. Mr. Withered stated that he trusted the needed corrections were made to the construction documents. Mr. Withered moved to approve the construction documents. Mr. Phillips provided a second and the motion passed.

Under **Other Business**, Ms. McClure moved to approve the grand total of the August claims listing presented by the County Librarian starting with claim number 18219 through 18315. The prewritten claims were \$320,453.34 and the regular claims were \$114,469.39 for a grand total of \$434,922.73. Mr. Hawkins seconded the motion and it passed.

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

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Mida Grover, Secretary

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