

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
August 7, 2012

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 2nd, 2012 in conformity with the Indiana Open Meeting Act.

PRESENT:

Brandon Hawkins, President
Van Phillips, Treasurer
Ed Perez, Member
Dinah McClure, Member

ABSENT:

Lora Goonewardene, Member
Mida Grover, Vice President
Sarah J. Hicks, Secretary

GUESTS

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Harry Mohler, Local Architect

Board President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:42 p.m. A quorum was declared to conduct business for the library.

Board Member Ed Perez led the Board in reciting the Pledge of Allegiance.

Ms McClure moved the Board Minutes of July 3rd, 2012 be approved as presented. Mr. Perez provided a second and the motion passed.

Under the heading of the County Librarian's Report, Mr. Holman highlighted several items from his monthly report. He shared information about the upcoming August 9th TCPL Staff Day. He reported that the morning training session will focus on looking at customer service from the vantage point of taking customer service to an increased level of satisfaction. Deborah Gould of Legendary Service Solutions will make the presentation. Other staff activities will include a shared lunch, departmental meetings, a training film, and fun games. Mr. Holman pointed out TCPL's new "Welcome to the Library" brochure for new library card holders. The brochure is printed in color for the first time and it explains basic information about library services, fees, and guidelines. Finally, he mentioned two recent professional activities. Mr. Holman has been reappointed to the Indiana Library Federation

Legislative Committee for a second 3-year term. Also, he has accepted the invitation to serve as member of the Board of Directors of the Civic Theatre. Civic Theatre meetings are generally held in the evenings. This is also a 3-year term.

Ms. McClure moved to approve the August 7th Personnel Actions. Mr. Perez seconded the motion and it passed unanimously.

Under the heading of Committee Reports, Ms. McClure reported for the Nominating Committee. She mentioned that due to an unusual set of circumstances; Van Phillips would be stepping aside as Board Treasurer. Ms. McClure also mentioned that Sarah Hicks previously served as Treasurer and would replace Mr. Phillips as Treasurer. Mr. Phillips will then replace Mrs. Hicks in the office of Secretary.

Under the heading of Other Reports, the County Librarian reported that Friends President Larry French communicated that he would be absent. The County Librarian did report that the Friends of TCPL conveyed a \$25,000 gift to the Stein Building project to assist with equipment in the Portal.

Also under Other Reports the County Librarian presented information about TCPL's annual budget process. The objective is to affirm the Board's knowledge of the budget process including the timelines associated with approving the preparation of the 2013 budget. Also, this activity offers a first glimpse to compare tax rates over multiple years. No action was taken on this topic.

Finally under the heading of Other Reports, the Board entered into discussion and review of the draft 2013 Operating budget. Prior to the discussion and as chair of the Finance committee, Mr. Phillips shared that the committee had met with the County Librarian and asked questions about specific budget lines. Mr. Phillips indicated that through input from the committee, direction was given for a couple changes in the budget lines. Consideration was also given to professional fees associated with bonds issued in the future. Finally, Mr. Phillips shared that the committee discussed the future development and need of an operating balance in the Operating Fund. General Board discussion continued with the primary objective being reaching a consensus on the legal advertisement of the tax levy and total budget.

There was no Old Business.

Under the heading of New Business, the County Librarian mentioned to the Board that one of the first steps in the budgeting process is a legal advertisement of the next year's budget. To meet

newspaper deadlines, the legal ad for the 2013 budget should be placed this week. Having thoroughly reviewed the draft budget, Mr. Phillips moved to approve the legal advertisement of the 2013 maximum tax levy and Operating budget totals. Ms. McClure provided a second. Mr. Phillips reminded the Board that the motion does not necessarily support the budget, because the budget can still be lowered prior to formal adoption. The motion allows for the legal advertisement within the budget process. President Hawkins called for the vote and the motion passed. Also, under New Business, the County Librarian indicated that TCPL has the opportunity to receive an annual distribution from a fund held at Greater Lafayette Community Foundation. The distribution was calculated based on investment gains from a TCPL fund held and overseen by GLCF. Last year was the first time TCPL accepted the distribution. After discussion, the Board decided to accept the distribution again, rather than allowing it to be reinvested. Ms. McClure moved to accept the \$1,610 distribution from the CFGL. Mr. Phillips seconded the motion and it passed. Finally, under New Business using the Nominating Committee report Ms. McClure moved that Sarah Hicks be elected by acclamation as Board Treasurer and Mr. Phillips be slotted into the vacant Secretary position. Mr. Phillips seconded the motion and the motion passed.

Under Other Business, Mr. Phillips moved to approve the grand total of the claims listing presented by the County Librarian starting with the claim number 19678 through 19802. The prewritten claims were \$335,969.86 and the regular claims were \$159,227.37 for a grand total of \$495,197.23. Ms. McClure seconded the motion and it passed.

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

Van Phillips, Treasurer

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