TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
August 6, 2013

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 2, 2013 in conformity with the Indiana Open Meeting Act.

PRESENT:
Brandon Hawkins, President
Mida Grover, Vice-President
Ed Perez, Member
Sarah Hicks, Member
Dinah McClure, Treasurer
Van Phillips, Secretary

ABSENT:
Lora Goonewardene, Member

GUESTS
Tony Roswarski, Mayor, City of Lafayette
Dennis Carson, Economic Development Director
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Brandon Hawkins 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, an Executive Session was held by the Board to discuss the acquisition of property. No action was taken.

Board Secretary Van Phillips led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dinah McClure moved the **Board Minutes** of July 2nd, 2013 be approved as presented. Board member Ed Perez provided a second and the motion passed. Also, Ms. McClure moved the minutes of the June 18th, 2013 special meeting be approved. Mr. Phillips seconded the motion and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few items from his report. He reported TCPL staff members are planning programs and activities for the next One Great Read community read program. The title is "The Devil in the White City" and programs will include book discussions and informational presentations during September and

October. Activities start on September 10th with University of Chicago retired professor Neil Harris making a presentation based on a book he has written. Mr. Holman mentioned action is being taken to relocate the professional collection of materials out of the Reference office and integrate them into Reference and circulating collection. This collection represents over 250 titles that provide specific information on the library profession from a variety of viewpoints including services, policies, programs, operations, technology, etc. It is anticipated the availability of these materials to the public will increase the circulation of these items. Mr. Holman indicated a new Armstrong 5-ton nitrogen charged air conditioning unit (both condenser and evaporator coil) was replaced at the downtown library at an approximate cost of $4300. This activity was undertaken after a thorough review of the air conditioning units throughout the building and it was found that this one unit stopped working. Finally, Mr. Holman reminded the Board that TCPL is closed on Tuesday, August 13th for Staff Day. The morning speaker is Lauren Burnett. In the afternoon TCPL staff members will be introduced to Alfresco, a new file server software that helps with content management. The software is open source and will allow TCPL staff to more easily share and organize files. LEU certificates will be awarded for both presentations. Lunch was funded by the Friends of TCPL and prepared by Jane's Deli.

Mrs. Grover moved to approve the August 6th, 2013 **Personnel Actions**. Board member Sarah Hicks seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Van Phillips indicated the committee met and discussed a couple of things in connection with the December 31st end of the 2005 bond issue. The committee will develop specific ideas for facility projects associated with the downtown library. Finance Committee chair Dinah McClure mentioned the committee met to consider whether to continue TCPL Bonds after Klondike's are paid off. The committee held a conference call with Umbaugh and Associates representative Collette Irwin-Knott who provided background information and options for single or multi-year bonding. Personnel Committee chair Mida Grover reported the committee met and discussed several items including the Health Care Reform Act. With a one-year delay in the implementation of penalties for large employers and TCPL falling into this category, the committee will not pursue specific changes associated with health care reform. The committee is also discussing possible changes in the TCPL salary ranges which have not been reviewed for several years. The committee is just starting this process.

Under the heading of **Other Reports,** an update on MatchBox, Inc. was given by Economic Development Director, Dennis Carson. Mr. Carson commented on the layout of the space using a diagram that showed the mezzanine levels, conference rooms, and other items. He mentioned that the Redevelopment Commission would issue a $1.5 million bond as the primary source of funds for the project. Mr. Carson reported on documents submitted

to the state and mentioned submittals were expected to come back in the next couple of weeks. He also commented on the rawness of the space pointing out that it needed a lot of work. Specifically, Mr. Carson brought to the Board's attention that Kettelhut, Inc. identified several structural issues with exterior walls, window lintels, and tuck pointing of exterior brick. These issues have to be dealt with in order for the project to go forward. Also, the insulation of the roof appears to be somewhat challenging. Lafayette Mayor Tony Roswarski mentioned his commitment to the project and the opportunities and benefits the MatchBox co-working space brings to the community. He also shared that a 3-D graphic drawing of the spaces clearly demonstrates the potential for a spectacular space once the project is completed. The mayor suggested it would be helpful if the Board would consider making a financial contribution to the project, especially with the structural issues that have been identified. Board members had a couple of questions regarding the windows and the roof insulation. President Hawkins indicated the Board would take the fundraising request under advisement by the Facilities and Finance committees. Afterwards, the Board will communicate back to Mr. Carson.

Also, under the heading of **Other Reports,** to officially begin the 2014 budget activity, the County Librarian affirmed the Board's knowledge of the budget process including the timeline and specific steps associated with approving the budget. This is an informational item only and no formal action was taken.

Finally, under the heading of **Other Reports**, the County Librarian presented an overview of the draft 2014 Operating budget. Mr. Holman went through the four major budget categories to highlight increases in specific budget lines. Also, he talked about major changes in the personnel costs and the collection materials budget lines. Discussion ensued with questions and responses given by the County Librarian. The Board discussed the philosophical approach of the percentage of collection materials and personnel costs related to the total budget. The County Librarian will review the percentages associated with both areas and report back to the Finance committee. No specific action was taken. There was no report from the Friends of TCPL.

There was no **Old Business.**

Under the heading of **New Business,** the County Librarian sought approval for legal advertisement of next year's budget. To meet newspaper deadlines, the legal ad for the 2014 budget should be placed in mid-August. Based on the discussion of the 2014 Operating budget, a few adjustments may be made to specific budget lines, but the Board supported the overall total budget. Mr. Phillips moved to approve the legal advertisement of the 2014 maximum tax levy, budget totals, public hearing dates and adoption dates. Ms. McClure provided a second and the motion 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 21036 through 21171. The prewritten claims were $258,452.97 and the regular claims were $166,918.32 for a grand total of $425,371.29. Mr. Phillips seconded the motion and it passed.

There were no **Comments from the Board or Comments from the Public.**

Mrs. Grover moved to adjourn the regular Board meeting at 8:52 p.m. Mrs. Hicks seconded the motion and it carried.

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Van Phillips, Secretary

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