

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

July 6th, 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 Friday, July 2nd, 2010 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Sarah J. Hicks, President  
Van Phillips, Vice President  
Mida Grover, Secretary  
Lora Goonewardene, Member  
Brandon Hawkins, Member  
Jerry Withered, Member

**ABSENT:**

Dinah McClure, Treasurer

**ATTENDING**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Larry French, Friends President  
Jennifer Maguire, Staff Member

President Sarah Hicks 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.

Board member Lora Goonewardene 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. He provided a few details about TCPL's annual staff development day scheduled for Wednesday, August 11<sup>th</sup>. A Well-known national trainer named Andrew Sanderbeck will present a session on organization change to the staff during the morning in addition to two different afternoon workshops. Also, the staff will have lunch together, department meetings in the afternoon, and a presentation focused on technology. Friends of TCPL pay for the day's activities. Mr. Holman informed the Board that based on recommendation from Terry Travis prior to his leaving, TCPL signed a new contract with Wintek that increases the amount of bandwidth available for our internet connections. The high-capacity dedicated fiber-optic connection bandwidth will go from 3 to 6 Mbps which should allow for an increased Internet speed during peak hours of heavy use. The monthly

cost increased from \$ 1,965 to \$ 2,190 per month which included a discount from Wintek. He reported the new Head Youth Librarian, Britt Brown begins work on Wednesday, July 7<sup>th</sup>. Britt comes to TCPL from the Indianapolis Marion County Public Library where she served as a supervising librarian in the Learning Curve. Also he stated that interviews for the Head Outreach Librarian were conducted and an offer is expected to be made soon. Finally, Mr. Holman shared that the 7<sup>th</sup> National Conference of African American Librarians will be held in Birmingham, Alabama August 4-8. Sponsored by the Black Caucus of ALA, the theme of the conference is Culture Keepers VII: Bridging the Divide with Information Access, Activism and Advocacy. This conference is held every 3 years or so and the County Librarian usually attends.

Mrs. Grover moved to approve the July 6th, 2010 **Personnel Actions**. Mrs. Goonewardene seconded the motion and it passed.

There were no **Committee Reports**, through the Facilities committee planned to share information under the heading of Old Business

Under **Other Reports**, Friends President Larry French gave a report on the recent Friends book sale held in mid-June. Mr. French indicated the Friends started the sale with 1078 boxes of books. At bag sale day on Monday, about half the boxes of books were left. By the end of Monday there were only 93 boxes left. The Friends raised a total of \$ 17,614. Forty percent of that amount was raised at the Friends preview on Friday night. Overall the Friends were very satisfied with the sale and the amount taken in. Their next sale is scheduled for September.

Also under Other Reports, the County Librarian shared a document that represents the 2011 budget process and a timeline to adopt the budget. The key dates and budgetary activities were reviewed, i.e. Finance committee meetings, advertising in local newspapers, presenting the budget to the Council, and scheduling public hearing and adoption of the budget. After reviewing the document, the President Hicks indicated her preference to use the Board's regularly scheduled meeting dates within the budget process instead of scheduling special meetings. By consensus the rest of the Board agreed.

Under the heading **Old Business**, Board member Jerry Withered reported for the Facilities Committee. As chair of the committee, Mr. Withered indicated that the preliminary work he did to draft a Request for Proposals (RFP) led him to look at state laws regarding the design build process. He recognized that in Indiana stature there were about 12 necessary steps to the design-build process. He also identified a number of complex elements in the process i.e., establishing design criteria, appointing a technical review committee, and the specifics regarding the review of the proposals. Mr. Withered indicated the Board Facilities committee should meet to consider if the design-build approach is the best way to achieve the change. Mr. Withered moved that the Board authorize the Facilities committee to investigate retaining a design

criteria developer and a couple of people to serve on the technology review committee. Mr. Phillips seconded the motion. After a bit more discussion, the vote was taken and the motion passed. If at all feasible, the Facilities committee will bring a recommendation to the Board at the next meeting. The Facilities committee already scheduled a meeting for July 21, 2010.

Under the heading of **New Business**, the County Librarian provided a Surplus List that contained mostly computer equipment. There were about 43 older PC's, mostly AMD based and many which were used for TipCAT'S. There also were a few empty computer cases. Mr. Phillips moved to approve the Surplus List as presented. Mrs. Goonewardene provided a second to the motion and it passed. Facilities Manager Jim Tucker will coordinate removal of the equipment. Also, under New Business, the County Librarian presented a Resolution for Electronic Funds Transfer. Under the auspices of a new state law effective July 1<sup>st</sup>, 2010, TCPL can legally conduct some of its financial transactions by electronic funds transfer. The same record keeping previously dictated by the Indiana State Board of Accounts is still required. Though specific vendors haven't been chosen, the County Librarian believes utility payments are a good option for EFT's. Mrs. Grover moved to approve the Resolution Authorizing Electronic Funds Transfer effective immediately. Mr. Hawkins seconded the motion and it passed. The County Librarian indicated suggestions would be solicited from the Finance Manager and the Finance Committee. President Hicks suggested we also talk with our local bankers for recommendations on using this method of payment.

Also, under **Other Business**, Mr. Withered moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 16382 through 16499. The prewritten claims were \$ 258,171.83 and the regular claims were \$ 170,540.78 for a grand total of \$ 428,712.61. Mr. Phillips seconded the motion. There were a few questions regarding the balances of certain budget lines. Mr. Holman provided some response to each question but indicated further research would be done to answer the questions. President Hicks called the question and the motion passed.

There was no **Other Business**. Under comments from the Board, Mr. Phillips reminded the Board their next meeting would be held as scheduled on August 3<sup>rd</sup>, 2010. Enough members of the Board indicated they should be in attendance so a quorum should be achieved. Mr. Holman reminded the Board a draft of 2011 Operating Budget would be presented at the meeting.

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

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Mida Grover, Secretary