

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 5th, 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, June 28, 2011 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Sarah J. Hicks, President

Guests:

Larry French, Friends President
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

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 June 7th, 2011 be approved as presented. Board Member Lora Goonewardene provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several items of note. He mentioned that under the leadership of Neal Starkey, Technical Services researched alternative CD and DVD cases for the circulating collection. After finding replacements cases that are less expensive but with sufficient durability it is estimated the alternative CD cases will save TCPL about \$2,800 a year and the alternative DVD cases will save about \$4,200 a year. Mr. Holman informed the Board that the Mobile Library accepted an invitation to participate in a "back to school rally" sponsored by the Greater Lafayette Chapter – Indiana Black Expo. The event

takes place on July 31st at Edgelea Elementary and provides free “back to school supplies” for local students. Mr. Holman pointed out that a former TCPL volunteer and local teen, Rachel Loepker, has published her first book titled *Bleeding Ink*. TCPL will host a book signing for Ms. Loepker on Sunday, August 14 at 2 p.m. Mr. Holman reminded the Board about the kick-off activity for One Great Read being held at the West Lafayette Public Library July 6th. Finally, Mr. Holman revised his prediction related to the recent \$2 million dollar distribution of property taxes. Because of an existing negative balance in the operating fund, instead of taking TCPL through the next 4 months, Mr. Holman indicated the funds would likely last only two months.

Mrs. Grover moved to approve the July 5th, 2011 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Jerry Withered updated the Board on two items related to the Stein Building project. Mr. Withered mentioned that the Troyer Group provided a “color board” for review. The “color board” contained carpet samples, wall and floor colors, and bathroom tile selections. Mr. Withered requested the County Librarian share further details about how and where the selected items would be utilized. After a bit of discussion, Mr. Withered moved to approve the “color board” as presented. Ms. McClure provided a second to the motion and it passed. Mr. Withered then updated the Board on the status of the Stein Building project. He indicated the Troyer Group completed draft construction documents that needed to be reviewed. Mr. Withered stated that the past practice for TCPL was to hire an owner’s representative at this point to review the construction documents and continue working on the project to protect TCPL’s interest. He indicated that the committee was considering two local firms as the “owner’s rep” and needed to interview both before a decision could be made. He then suggested a timeline for the interviewing of prospective owner’s reps and approving a recommendation for the chosen firm in September. The County Librarian expressed concern about the timeline as it related to the overall project. Ms. McClure offered a suggestion that would allow the Facilities Committee to interview “owner’s reps” and start working with the selected firm with Board approval at the August meeting. Ms. McClure moved to authorize the County Librarian to enter into a contract with the owner’s rep based on the recommendations of the Facilities Committee with Board approval of the contract at the August Board meeting. Mrs. Grover seconded the motion and it passed.

Under **Other Reports**, Friends President Larry French reported the June 10-12 Friends book sale was very successful. The sale netted more than \$18,000 with one local bookseller spending about \$1000 on Friday night. Also, Mr. French reported that the Friends July board meeting was replaced with a brainstorming session on future goals and direction of the Friends group. Those in attendance started the meeting by reviewing notes from previous brainstorming meetings. The group decided on a couple of key things including having annual committee reports and increasing the Friends

membership to 1000 members by their upcoming 50th anniversary in 2014. Going to an online membership payment method will assist with this goal. Also, the Friends intend to create an electronic newsletter and review how they support author visits. Finally, the group considered the potential use of the Stein Building and agreed moving operations to the building is still a good idea. After Mr. French's report, Vice-President Phillips congratulated the Friends on their \$18,000 profit and indicated it was an outstanding success considering a bad economy.

Under the heading of **Old Business**, the Board considered two policy items. First, the Board considered the Pay Increase policy from the Personnel Code. After discussion at the June Board meeting related to incorporating new language about "performance pay", the County Librarian was tasked with revising the draft policy to include the changes and adding the philosophical intent of the Board regarding pay increases. Upon the review and discussion of the most recent draft, Mrs. Grover moved to accept the revisions in the newest draft and adopt the policy as written. Board member Lora Goonewardene seconded the motion and it passed. As a second topic, the Board considered its Building and Property Use Policy in correlation with the new legislation of SEA 292. This legislation prevented the library from having a policy prohibiting customers with legal permits from bringing legal firearms inside the library buildings. After Board discussion, the consensus was to go ahead and delete the language in the policy that was in conflict with the new law to be in compliance with the current law. Mr. Withered moved to strike the language "possession of weapons including firearms and knives" from the policy. Mrs. Grover seconded the motion and the motion passed.

Under **New Business**, the Board reviewed the historical relationship it had with the local Red Cross to serve as an emergency shelter. The Board needed to review its official agreement with the Red Cross and approve an updated agreement. If there was a weather related disaster, TCPL would serve as a daytime not overnight and temporary not permanent emergency shelter. Ms. McClure moved to approve and renew the agreement to serve as an emergency shelter for the local Red Cross. Mrs. Goonewardene seconded the motion and the motion passed.

Under **Other Business**, Ms. McClure moved to approve the grand total of the July claims listing presented by the County Librarian starting with claim number 18092 through 18218. The prewritten claims were \$273,826.10 and the regular claims were \$497,909.99 for a grand total of \$771,736.09. Two bond payments are included in the July claims. Mrs. Grover seconded the motion and it passed.

Also, under Other Business, Mr. Withered inquired about a couple of budget lines from the monthly financial report. Also, he asked about the cleaning of the meeting room carpet. The County Librarian provided responses to both questions.

Mrs. Grover moved to adjourn the regular Board meeting at 8:35 p.m. Mrs. Goonewardene seconded the motion and it carried.

Mida Grover, Secretary

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