

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 3, 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, June 28th, 2012 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Lora Goonewardene, Member
Sarah J. Hicks, Secretary

GUESTS

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

Board President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:33 p.m. A quorum was declared to conduct business for the library.

At 7:30 p.m., prior to the regular Board meeting a public hearing was held on an additional appropriation for the Operating fund. The meeting was advertised in both local newspapers. No comments were made from members of the public in attendance at the hearing.

Board Member Dinah McClure led the Board in reciting the Pledge of Allegiance.

Ms McClure moved the **Board Minutes** of June 5th, 2012 be approved as presented. Board Vice-President Mida Grover 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 reported that during the June staff meeting, the completion of 23 Things was acknowledged as a system activity that engaged all staff members. There was over 95% completion of the 10 core modules by TCPL staff members. In a random drawing five staff members received an underwater flip video camera funded by the Friends of TCPL and several others received an alternative prize. The 23 Things committee completed its official work

and will cease to exist as a committee. Also, Mr. Holman stated that TCPL is almost finished with the complete withdrawal of the VHS videotapes. The downtown CIRC department is finishing off the nonfiction VHS with the majority of the fiction VHS already done. It is anticipated that everything will be done by July 3rd. Downtown CIRC has been able to eliminate its backlog of un-shelved DVDs and is often shelving DVDs the same day they are checked in. The Campus Library has removed all of its VHS nonfiction, but still has more to do on its fiction VHS collection. The Outreach department has completed its withdrawal as well. It is likely there will still be occasional inquiries about the collection and staff members should be prepared with an answer about the decision to withdraw the collection. Finally, he mentioned One Great Read's kick-off program on Tuesday, June 26th. The event was held at TCPL this year with about 60 people attending the program, which was co-hosted by the West Lafayette Public Library. Vintage tunes from 1965 and a cake with Vonnegut illustrations highlighted the program. Mr. Holman thanked the Board for their support of his 2-year term as the President of the Black Caucus of ALA. His final act of Service was completed in June at the annual conference in Anaheim.

Board Vice President Mida Grover moved to approve the July 3rd, 2012 **Personnel Actions**. Mrs. Goonewardene seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under **Other Reports**, Friends President Larry French reported the Friends raised over \$17,000 at its June book sale. He mentioned the Friday night preview was really packed with about 300 people in line before the doors opened. Mr. French also mentioned the Friends online sales were going very well having achieved about 70% of its projected income in the first six months of the year. Finally, he mentioned the Friends anticipate receiving a \$25,000 financial request from the Board to help with the Portal.

Also under **Other Reports** the County Librarian provided an update on the progress of The Portal. Things were moving along fairly well with most of the furniture having arrived and most of the cosmetic work already complete. The biggest challenge to actually opening the space revolves around the sealing and waxing of the vinyl flooring. Once, that is done, the soft opening will occur. Plans for the grand opening were coming along well with confirmed attendance from Mayor Tony Roswarki to participate in the ribbon cutting. The County Librarian suggested the Board briefly visit the new space immediately after the meeting.

There was no **Old Business**.

Under the heading of **New Business**, there were several financial items for the Board to consider so the Stein Building project could be closed out. Mr. Phillips provided a few background comments on the Finance committee discussion and what will ultimately be accomplished with the actions of the Board. He talked about the additional expenditures of the project including architectural fees, unforeseen structural work, and owner's reps fees. He also mentioned the expected change related to the Capital Projects fund and four smaller funds. He then turned things over to the County Librarian.

First, the Board took action on the Capital Projects Fund (CPF). For more than two years, TCPL did not develop a CPF budget nor spend any of the cash balance in the fund. There are no specific plans for future spending for this fund. Also, a Construction Fund associated with the Campus Library has not been used for the past 10 years. The Finance Committee recommended both the CPF fund and the Construction Fund be declared dormant and the total of \$41,937 be transferred into the Operating fund. After all the Board actions are completed, these dollars will be used to pay the final bills for the Stein Building project. Mr. Phillips moved that the Capital Projects Fund and the Construction Fund be declared dormant. Ms. McClure provided a second and the motion passed. In a separate motion, Mr. Phillips moved that several other specific funds be declared dormant, including the Conflicting Building, Books for Keeps, Psi-YA, and the Construction 2006 funds. Ms. McClure seconded the motion and it passed. After the Board declared the CPF and Construction funds dormant, it was necessary to transfer the balances to the Operating Fund and make the money available to use. Ms. McClure moved to approve the transfer of \$41,937 to the Operating Fund. Mrs. Grover provided a second and the motion passed. With the funds declared dormant and the transfer approved, the Board needed to approve an Additional Appropriations Resolution to actually spend the dollars. The Additional Appropriations process is the way to appropriate money in excess of the current year's budget. The process will also need to be certified by the Department of Local Government Finance. Though the majority of the funding for the Stein Building construction project came from the LIRF fund, the total expenditures for the project exceeded the projected revenue. It was imperative to find another approach to cover the expenses of the project. Mr. Phillips moved to approve the Resolution for Additional Appropriations for the Operating Fund totaling \$41,937. Ms. McClure seconded. The motion passed. Finally, under New Business in its deliberations, the Finance committee discussed the use of several "to-date" unused gift funds to offset the expenditures of the Stein Building

project. These gift funds have been associated with the library since the early years of the downtown library building and they total \$46,254. They include the Melhorn, Pacey, Gregory, and Brown gift funds. The Finance committee recommends TCPL utilize these funds to help pay construction costs for the project. Mr. Phillips moved to approve the expenditure of the miscellaneous Melhorn, Pacey, Gregory, and Brown gift funds. Mrs. Grover provided a second 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 19549 through 19677. The prewritten claims were \$603,155.22 and the regular claims were \$204,153.57 for a grand total of \$807,308.79. Mr. Perez seconded the motion and it passed.

Also under **Other Business**, during the comments from the Board, Mr. Phillips commented positively on the recent Pocket Edition newsletter article written by the County Librarian. Mr. Phillips also thanked the Friends on their willingness to financially support the library over the years. President Hawkins asked Board members to consider scheduling a special meeting to discuss future facility needs. The Board reviewed possible dates and scheduled a work session for Tuesday, July 31st at 7:00 p.m. President Hawkins also requested the nominating committee schedule a future meeting to discuss Board officer positions. Finally, the County Librarian informed the Board of a specific change regarding Internet access in the Portal. Once The Portal opens, all library customers will need to use valid library cards to access Portal resources. Library card account holders with past due fees of any kind will not be privileged to use The Portal. No temporary cards or guest passes will be issued to circumvent this new practice. This will be a system approach for all TCPL facilities. Three additional Express Internet workstations will be installed at the downtown library to accommodate customers with invalid library card accounts.

Ms. McClure moved to adjourn the regular Board meeting at 8:22 p.m. Mrs. Grover seconded the motion and it carried.

Sarah J. Hicks, Secretary

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