TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 2nd, 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, June 28th, 2013 in conformity with the Indiana Open Meeting Act.

PRESENT:
Brandon Hawkins, President
Mida Grover, Vice-President
Ed Perez, Member
Lora Goonewardene, Member
Sarah Hicks, Member
Dinah McClure, Treasurer

ABSENT:
Van Phillips, Secretary

GUESTS
Jessica Teets, Friends Vice-President
Harry Mohler, Architect
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:32 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.

Board Vice-President Mida Grover moved the **Board Minutes** of June 4th, 2013 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 a few items from his report. He mentioned that an administrative decision has been made and implemented where TCPL will now do basic background checks on all new volunteers agreeing to work with us. These background checks will apply to Library Link volunteers as well. Mr. Holman reported that TCPL adopted a procedural bulletin to clarify and convey expectations to help guide staff involvement with professional associations. The bulletin will help with staff requests and administrative approval for participation in local, state, and national associations. He shared that several months ago TCPL began exploring a relatively new law governing random drug

testing for CDL drivers. In order to be in compliance with the Department of Transportation regarding this topic, TCPL signed a contract with Midwest Toxicology for annual oversight of drug and alcohol related tests and services for Mobile Library drivers. Finally, Mr. Holman reported that in conjunction with the new Health Care Reform Act (HCRA) there is a revised definition of staff positions eligible for health benefits. Because 30-hour positions are impacted by the new law, the County Librarian carefully reviewed the number of 30-hour positions in the system. Ironically, three 30-hour staff members resigned at the end of May, two in Circulation and one in Youth Services. With the timing of these resignations and the guidelines associated with HRCA, Mr. Holman decided these positions will be filled as 20-hour positions without decreasing the number of staff members.

Mrs. Grover moved to approve the July 2nd, 2013 **Personnel Actions**. Board Treasurer Dinah McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Finance Committee chair Dinah McClure mentioned the 2005 Bonds for the Klondike building will be repaid on December 31st, 2013. Ms. McClure stated the committee would explore options for future bonding opportunities and make recommendations to the full Board. No report given by the Facilities committee.

Under the heading of **Other Reports,** the County Librarian shared the Summer Reading Club video produced by the Youth Services staff. A few general, but positive comments were made after viewing the DVD. The County Librarian commented that the registration and participation numbers for each age group was doing well this year and will definitely exceed the previous summer statistics.

Also, under the heading of **Other Reports,** Friends Vice-President Jessica Teets presented information on current Friends activities. Mrs. Teets reported the book sale brought in more than $16,500 with only 125 boxes left over at the close of the sale on Monday. She also reported that the Friends are looking into an upgrade of the Donor Perfect software that is based on an online package. There will be higher costs but more flexibility in terms of users.

Finally, under the heading of **Other Reports**, the County Librarian shared a brief update on the progress of the MatchBOX co-working space. There was general discussion about the current status of the project and TCPL's involvement. No specific action was taken.

There was no **Old Business.**

Under the heading of **New Business,** President Hawkins introduced the topic of the Joint Board of the Campus Library. The County Librarian provided a few details about the Shared Operating Agreement and the costs associated with staffing, supplies and the bonds as part of the agreement. Ms. McClure moved to approve the Shared Operating Cost document as presented. Mrs. Goonewardene provided a second and the motion carried. The County Librarian initiated a discussion on TCPL's anticipated process to a formal strategic plan. Mr. Holman primarily was interested in what direction the Board prefers to go regarding the establishment of a current strategic plan. A new plan needs to be developed by January of 2014 in order to stay in compliance with the Indiana State Library. President Hawkins directed the County Librarian to check the plan's goals against where TCPL is right now and see what things may be able to drop off the plan. The Board leaned toward a review of the core elements of the outdated strategic plan to consider new challenges, initiatives, and priorities. The Board anticipates retaining the vision, values, and goals of the original plan and working on new initiatives that enhance TCPL services and programs.

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 20930 through 21035. The prewritten claims were $615,682.14 and the regular claims were $90,852.48 for a grand total of $706,532.62. Mrs. Goonewardene seconded the motion and it passed.

Under the heading of **Comments from the Board,** Mrs. Hicks asked that the minutes of the June 18th special meeting be shared as part of the next Board packet. Also, the County Librarian suggested to the Board that the process of approving the 2014 budget would primarily occur in September and October 2013.

Ms. McClure moved to adjourn the regular Board meeting at 8:17p.m. Mrs. Goonewardene seconded the motion and it carried.

_____

Dinah McClure, Treasurer

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.