

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

June 7th, 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 2, 2011 in conformity with the Indiana Open Meeting Act.

PRESENT:

Sarah J. Hicks, President
Mida Grover, Secretary
Dinah McClure, Treasurer
Lora Goonewardene, Member

ABSENT:

Van Phillips, Vice-President
Brandon Hawkins, Member
Jerry Withered, Member

Guests:

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

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 Treasurer Dinah McClure moved the **Board Minutes** of May 2nd, 2011 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 highlighted several items of note. He informed the Board that TCPL directed the Lafayette Police Department to proceed with prosecuting a library customer for stealing library property. The library customer admitted stealing the items "to get even with the library" because the library charged the customer \$10 for a damaged DVD. The theft was discovered when there was an attempt to sell the stolen items. Mr. Holman wanted the Board to be aware that several efforts are underway to seek funding to help purchase equipment for the planned technology center. Though a proposal submitted

to the Marquis Foundation was not approved, a grant was submitted to the Duke Energy Foundation and soon a letter will go out to Lafayette Savings Bank. We will continue to seek more opportunities for funding with a target goal of about \$92,000 to go along with LIRF funding for this project. Entirely new for 2012, TCPL's fiscal budgets must be filed electronically. DLGF implemented a new software program that will allow the budget forms to be input, calculated, and filed online with Indiana Gateway for Government Units software. This software will also allow public access to budget information for all taxing units. Mr. Holman indicated that long-time library supporter Don Stein coordinated three different sales transactions of small artifacts that were part of the Red Crown Mini-Museum collection. The sales garnered a total of \$6,455. A list of the items sold was included in the Board mailing. The dollars were deposited into the gift fund. A suggestion was made that the proceeds from the sale be applied to the Stein Building project. Finally, Mr. Holman commented on TCPL's responsible coordination of the Indiana Library Federation's District II Conference on Friday, May 13. He indicated that both the library's efforts and the conference proved to be very successful. 206 staff members from over 20 libraries attended and made very positive remarks regarding the downtown library's accommodation of the conference. Several staff members made presentations, provided technical support, set-up meeting space, and played host to attendees. Amy Paget superbly led this special activity.

Mrs. Grover moved to approve the June 7th, 2011 **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 book sale was fast approaching. The dates are June 10-12. At this point, eighty (80) volunteers will work the sale and there are 1000 boxes of books. It is expected to be a big sale. On a different note, the Friends Board will not have a regular Board meeting during the month of June. Instead, the Friends will hold a brainstorming session with a couple of key topics, including how to attract more members and consider how to conduct their book sales.

Also, under Other Reports, the County Librarian showed the staff-produced Summer Reading Club video. The video was enjoyed by Board members with positive comments shared after the viewing. Following the video, Youth Librarian Cathy Riley presented an overview of the summer reading program. In a first time approach, a short video aimed at teen participation in summer reading was produced and uploaded to U-Tube by Teen Librarian Melissa Delaney. Ms. Riley provided background information on the planning and preparation for the summer reading program. She mentioned the number of schools that were visited and the number of students informed about the upcoming program instead of counting book titles. All participants in the summer reading program will use time as a

tracking mechanism this year. There are already more than 2000 kids registered, over 300 teens and 517 adults. There are prizes for every age group and where possible the One Great Read programs will be tied to the summer reading programs.

There was no **Old Business**.

Under **New Business**, the Board discussed the option of accepting a disbursement from the Community Foundation of Greater Lafayette (CFGL). Annually, CFGL sends paperwork regarding the availability of funds that may be disbursed to TCPL from an endowment fund that was set up years ago. This year's amount would equal \$1,608. A copy of the letter notifying TCPL of the disbursement was included in the Board packet. After discussion, Ms. McClure moved to accept the \$1,608 distribution from the Community Foundation of Greater Lafayette and to deposit the distribution into TCPL's Gift Fund for use from that fund. Mrs. Grover seconded the motion and it passed.

Also, under New Business, the Board reviewed a draft personnel policy related to pay increases. The review of the policy allowed for continuance of a Personnel Committee recommendation made at the May Board meeting. The recommendation focused on "performance pay" increases for TCPL staff members who had reached their maximum hourly wage. The County Librarian incorporated this new statement into an existing policy. The addition of the statement necessitated several other needed changes within the policy. After carefully discussing the addition to the policy and the needed changes, President Hicks directed the County Librarian to continue working on the Pay Increase policy and bring the revision to the July Board meeting. Mrs. Hicks also would like to see the philosophy of the Board regarding pay increases inserted into the policy.

Finally, under New Business, the County Librarian notified the Board of a new Indiana law that will impact TCPL's Building and Property Use Policy. Specifically, because of the recent change in Indiana law regarding guns, TCPL will need to revisit its Building and Property Use Policy. The new law speaks to the Local Regulation of Firearms, Ammunition, and Firearm Accessories and prevents the library from having a policy that prohibits guns inside the library. Board members discussed the new law and reviewed the language in the current Building and Property Use Policy. The County Librarian was directed to delete the language referring to guns from the policy and to bring the draft policy back to the next Board meeting

Under **Other Business**, Ms. McClure moved to approve the grand total of the June claims listing presented by the County Librarian starting with claim number 17970 through 18091. The pre-written claims were \$406,332.99 and the regular claims were \$182,944.44 for a grand total of \$589,277.43. Mrs. Goonewardene seconded the motion and it passed.

Ms. McClure moved to adjourn the regular Board meeting at 8:37 p.m. Mrs. Grover seconded the motion and it carried.

Mida Grover, Secretary

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.