

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

June 5, 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, May 31, 2012 in conformity with the Indiana Open Meeting Act.

PRESENT:

Brandon Hawkins, President
Sarah J. Hicks, Secretary
Mida Grover, Vice President
Ed Perez, Member
Lora Goonewardene, Member

ABSENT:

Van Phillips, Treasurer
Dinah McClure, Member

GUESTS

Larry French, Friends President
Harry Mohler, Local Architect
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Cathy Riley, TCPL Staff
Sherri McGlothlin, TCPL Staff

Board President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:40 p.m. An unanticipated fire alarm evacuation caused the delay in starting the meeting. A quorum was declared to conduct business for the library.

Board Member Mida Grover led the Board in reciting the Pledge of Allegiance.

Board Secretary Sarah Hicks moved the **Board Minutes** of May 1st, 2012 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 from his monthly report. He shared information related to collaboration between the Lafayette School Corporation and TCPL's Circulation and Youth Departments. Together they arranged a special activity focused on a reading program hosted by LSC. Specifically, 70 families were required to attend an event to assist 3rd grade students who failed the statewide IREAD test. *Welcome Brochures*,

"How to get a library card" bookmarks and Accelerated Reader booklists were given out to all attendees. LSC's automation staff worked with TCPL staff to develop an efficient and secure way library card accounts could be created during the event. Though attendance was not what had been anticipated, the ability to create and issue library cards onsite was a tremendous step for TCPL. Mr. Holman reported to the Board that Klondike's HVAC system has not consistently functioned properly during the past couple of months. Great strides have been made and the building is now being kept cool on a consistent basis. Hopefully, this situation will be completely resolved before early July. On a different note, the outside HVAC equipment at the Campus library is scheduled for a minor modification. The brick barriers that surround the HVAC units will be modified to allow better airflow, while providing less stress on the units. TCPL and Ivy Tech will share the cost of the maintenance work. Mr. Holman mentioned that the Library foundation met on Wednesday, May 8th and while conducting business transferred \$20,900 in earmarked Portal gifts to TCPL. In response to a request from the County Librarian, the Foundation awarded an additional \$17,000 gift of unrestricted foundation funds. Also, the Foundation filed its 990 tax reports before the May 15th deadline. Finally, Mr. Holman commented on the receipt of a new grant. While continuing to seek funding for new equipment to be used in The Portal, TCPL was elated to receive a \$4,500 gift from SIA to fund the Family Computing Suite. Board Secretary Sarah Hicks asked about the author for the One Great Read program and also commented on the collaborative effort with the Lafayette School Corporation.

Board Vice President Mida Grover moved to approve the June 5th, 2012 **Personnel Actions**. Mrs. Goonewardene seconded the motion and it passed unanimously.

Under the heading of Committee **Reports**, Finance Committee chair Van Phillips updated the Board on the current financial status of the Stein Building project. Mr. Phillips mentioned that the committee had met with the County Librarian and reviewed the revenue and current expenditures of the project. Anticipated expenditures to close out the project for Mattcon, Link Management and the Troyer Group were considered. The Finance committee reached a consensus on how to meet the anticipated shortfall. The committee recommended that several small and presently unused funds be used to assist with the deficit. Also, it recommended an unallocated CPF fund be declared dormant in accordance with DLGF guidelines. Once this occurs, the additional appropriation process will be implemented to spend dollars left in this fund. Mr. Phillips indicated that Board action supporting these recommendations would take place at the July Board meeting.

Under **Other Reports**, Youth Librarian Cathy Riley and Reference Librarian Sherri McGlothlin provided information related to this year's Summer Reading Clubs. Both Cathy and Sherri shared information relating to the theme of the program, current registration numbers, special programs, the awarding of prizes, and key sponsors. The Board also viewed the video created by the Youth Department staff and made positive comments about it.

Also under Other Reports, Mr. French mentioned that the Friends were very interested in doing more outreach for book sales and their Friends activities. He suggested one way to do this was to increase their Facebook presence. Research discovered that the TCPL Friends group already has just fewer than 400 Facebook followers, which is comparable to the Facebook followers of the Indianapolis Public Library.

Also under Other Reports, the County Librarian provided an update on the progress of The Portal. Most of the painting is in process, the carpet in the suites has been laid and the tile in the restroom was being installed. He mentioned an anticipated date for a "soft opening" where The Portal would open without any real fanfare. Also, he announced the potential July 21-22 date for the grand opening of The Portal. Printed and electronic invitations will be sent out, Tony Roswarki, Mayor of Lafayette will be invited to cut the ribbon, and a giveaway item will be ordered.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian reported that with the relocation of the Technical Services Department and the completion of The Portal, the Automation Department compiled a Surplus List of computer equipment. As TCPL continues to purchase new equipment for The Portal, additional items will need to be discarded this fall. Approving the list will allow TCPL to optimize limited storage space. Mrs. Hicks moved to approve the Surplus List as presented. Mrs. Grover seconded the motion and the motion passed.

Also, under New Business, the Board discussed recommended changes in TCPL's fee schedule. The fee schedule needs to be revised because there are outdated fees on the schedule. Until now, TCPL has charged the same 10-cent fee for printing color copies as black and white copies. With the opening of The Portal the management team recommends an increase in the fee for color printouts. Also, with relatively expensive equipment in The Portal, there is a need to recoup fees associated with any damaged equipment. After reviewing a draft of the revised fee schedule and a bit of discussion, Mrs. Hicks made a motion to approve the new fee schedule for TCPL. Board member Ed

Perez provided a second to the motion and the motion passed. The Board went on to discuss TCPL's employer contribution to the Indiana Public Retirement System, INPRS. Each year, administrators of the fund specify a contribution rate for the next fiscal year. The County Librarian informed the Board that the current rate of 8.0% will increase to 9.5% in 2013. Though this topic could be informal only, the County Librarian asked the Board to approve the 9.5% rate for the 2013 budget. Mrs. Hicks moved to approve the mandated 9.5% employer contribution rate for INPRS as presented. Mrs. Goonewardene seconded the motion and the motion passed.

Finally, under New Business, it was noted that the Joint Board of the Campus library met on Monday, May 21st. Per the Operating Agreement, the Joint Board considered the Shared Operating Cost document. After an explanation and review of the document, The Joint Board approved the total numbers for the next fiscal year. Mrs. Hicks made a motion to approve the Shared Operating Cost document as presented. Mrs. Grover provided a second to the motion and the motion passed.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with the claim number 19411 through 19548. The prewritten claims were \$368,296.62 and the regular claims were \$167, 286.99 for a grand total of \$535,583.61. Mrs. Grover seconded the motion and it passed.

There was no **Other Business**.

There were no **Comments From the Board**.

Mrs. Hicks moved to adjourn the regular Board meeting at 8:40 p.m. Mrs. Goonewardene seconded the motion and it carried.

Sarah J. Hicks, Secretary

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