TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
June 4th, 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, May 31st, 2013 in conformity with the Indiana Open Meeting Act.

PRESENT:
Brandon Hawkins, President
Mida Grover, Vice-President
Van Phillips, Secretary
Lora Goonewardene, Member
Ed Perez, Member

ABSENT:
Dinah McClure, Treasurer
Sarah Hicks, Member

GUESTS
Tony Roswarski, Mayor, City of Lafayette
Dennis Carson, Economic Development Director
Harry Mohler, Architect
Audrey Burghardt, Friends President
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Marina Neal, Public Relations/ Communications Coordinator

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 Secretary Van Phillips led the Board in reciting the Pledge of Allegiance.

Board Vice-President Mida Grover moved the **Board Minutes** of May 7th, 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 mentioned a few things from his report. He reminded the Board that routinely at their June meeting, a viewing of the Summer Reading Club video created by youth services staff takes place. Because of a packed agenda, the video is not

being shown. However, flyers and documents related to summer reading programs and activities was included in the Board's packet. The activity officially kicked off on May 28th and special programs are planned for children, teens and adults for the next 8 weeks. The theme is "Dig Into Reading" and participants are eligible for recognition awards as they count the minutes they read during this time. Mr. Holman reminded Board members to consider signing up for the program. Also, Mr. Holman reported that in an effort to offer increased access and greater use of the Express Computer workstations at the downtown library, TCPL has implemented a change that better governs the time allotment of the computers. Starting May 28th, a total of 60 minutes in three 20 minute sessions is allowed on the express computers. All library customers will either need to use their library card or show identification and be issued a reusable Internet pass to be used with a PIN. Library customers were notified of the change prior to it starting. Finally, he indicated that starting May 1st, a change was made for branch circulation staff when individual log-ins was implemented. Already in use by the downtown CIRC staff, this approach allows for individualized tracking of staff use on shared computers. By doing so, supervisors will be able to identify levels of productivity and expertise in specific CIRC modules while also tracking response to training efforts.

Mrs. Grover moved to approve the June 4th, 2013 **Personnel Actions**. Mrs. Goonewardene seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under the heading of **Other Reports,** Friends President Audrey Burghardt provided information on current Friends activities. Mrs. Burghardt reminded the Board of the upcoming book sale June 14-17 and mentioned that preparations were going well for the sale. She informed the Board that the Friends audit committee has decided when the year-end audit is conducted; online sales will have a separate audit from other financial transactions. The separate audit is based on the tremendous growth in online sales. Mrs. Burghardt reported that a workshop on the Donor Perfect software for interested Friends members will take place on June 20th. Finally, she mentioned that the recently formed ad hoc bylaws committee will look for duplication within the Friends Bylaws and its Articles of Incorporation.

Also, under the heading of **Other Reports,** the Board received an update on the co-working space from Lafayette Mayor Tony Roswarski and Economic Development Director Dennis Carson. Mayor Roswarski shared background information on how the concept of the co-working space came about including his first visit with the Lafayette Tech group. He also mentioned his vision and timeline for the project and why he believes it is really important for the community. Mr. Carson presented a PowerPoint presentation with information relative to the conceptual design of the space, the partners involved, its

intended operational structure, and the branding for the project. The space will be called MatchBox Co-Working Studio. Mr. Carson indicated the project is on a fast track and he is ready to get started as soon as the lease agreement is set. Board members asked a few questions and there was general discussion between the Mayor and the Board.

There was no **Old Business.**

Under the heading of **New Business,** President Hawkins decided to reorder the agenda based on the co-working space presentation and in light of Mayor Roswarski and Mr. Carson being present. President Hawkins started with the Co-Working Space Lease and requested the County Librarian review the major points of the co-working space lease agreement. Using the draft lease document provided by attorney Bob Bauman, Board members, the County Librarian and the Mayor engaged in a discussion on various elements of the lease agreement. At the end of the discussion, there was consensus that a few topics needed further consideration. The County Librarian captured questions and suggested changes from the Board to forward to Mr. Bauman. The draft lease agreement will be sent to lawyers representing Lafayette Urban Enterprise Association and also the city of Lafayette. President Hawkins suggested that in the spirit of moving forward, the Board would consider a special meeting to be held in mid-July to reconsider the lease agreement.

Also under the heading of **New Business,** the Board considered two new policies as an addition to the Board's Bylaws. This activity is in response to the Indiana State Library (ISL) request after its review of TCPL's annual report. For clarification, TCPL (and at least 30 other libraries) answered "no" to a question of having a Board policy on Nepotism and Conflict of Interest. In answering "no" TCPL is not in compliance with standards instituted by the ISL effective January 2011 and first reviewed in January 2012. Both a Nepotism policy and a Conflict of Interest policy were being considered.

Two options were considered for the new policy on nepotism. After consideration and discussion between a very succinctly stated policy or a broader policy that allowed for relatives to be equally considered, Mr. Phillips moved to approve (effective immediately) the 6-line Nepotism Policy with the added language regarding "relatives of the employees may not participate in the employment process and decision". Board member Ed Perez provided a second to the motion. It was a tie vote with President Hawkins breaking the tie with an "aye" vote. The motion passed.

The Board took up the recommended Conflict of Interest Policy and discussed the merits and design of the policy. Mr. Perez moved to approve the Conflict of Interest Policy as presented. Mr. Phillip seconded the motion passed. The County Librarian will add both policies to the Board's bylaws and updated revisions will be issued to the Board and other entities as appropriate.

Under the heading of **Other Business,** Mr. Phillips moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 20825 through 20929. The prewritten claims were $252,177.96 and the regular claims were $108,678.65 for a grand total of $360,856.61. Mr. Perez seconded the motion and it passed.

Also, under the heading of **Other Business,** the County Librarian asked for input regarding outside organizations wanting to display physical items advocating a specific cause inside the library. Mr. Holman was concerned that he was being overly cautious and maybe unreasonable in administratively limiting these types of displays. After a bit of background and explanation on a specific request and Board reaction to the original question, it was decided that the County Librarian may continue operating in the present fashion with the Board's support.

Under the heading of **Comments from the Board,** President Hawkins briefly reported on the recent Joint Board meeting held at Ivy Tech on My 20th. Mr. Hawkins mentioned because of a lack of a quorum, no official action was taken and another meeting was scheduled for action items on June 3rd. Also, he mentioned that information related to HVAC concerns was expressed by Ivy Tech officials and that the County Librarian was going to follow up with gathering more information. The County Librarian was encouraged to use either of the Board committees in an advisory capacity if need be on this specific activity.

Also, under the heading of **Comments from the Board,** President Hawkins reviewed potential dates for a special board meeting on the lease agreement for the co-working space. The Board agreed to meet on June 17th at 7:30 p.m. Mr. Holman will notify the media of the meeting.

Mr. Phillips moved to adjourn the regular Board meeting at 9:09p.m. Mr. Perez seconded the motion and it carried.

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Van Phillips, Secretary

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