

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 1st, 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, February 24, 2011 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Van Phillips, Vice-President
Jerry Withered, Member

Guests:

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

President Sarah Hicks 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 Brandon Hawkins led the Board in reciting the Pledge of Allegiance.

The Board Vice-President Van Phillips moved the Board Minutes of January 4th, 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 a few items from both the February and March reports for Board attention. Mr. Holman reported the spring schedule for the Mobile Library was included in the Board packet. He pointed out the ScanPro 2000, a new digitally based microfilm reader/printer was purchased and installed. The computer based equipment can save microfilm images as PDF, TIF, or JPEG files. Also, he mentioned the Friends of TCPL paid for a new water coolers that dispense hot and cold water. The water coolers were purchased locally and are placed in staff areas only. Mr. Holman announced that the planning committee for the One Great Read program selected Feed by M.T. Anderson

for this year's program. The young adult title focuses on the helpful but also intrusive impact of technology on everyday life in a futuristic society. Mr. Holman reported on the success Campus Library staff are enjoying in offering computer based classes to library users. Tutorial sessions for January and February were filled to capacity and had waiting lists. The sessions were offered again in March. Finally, Mr. Holman informed the Board that the Assistant County Librarian , Amy Paget and Branch Manager Kate McLean will meet with a girl scout troupe leader to discuss the possibility of a service project at the Klondike Branch.

Mrs. Grover moved to approve the February 1st and March 1st, 2011 **Personnel Actions**. Board member Lora Goonewardene seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under **Other Reports**, Friends President Larry French reported that the Friends finalized plans for their annual meeting. Scheduled for Tuesday, March 15th at 6:30 p.m., a "silent auction" will precede the annual meeting. The Friends will elect two new board members and award scholarships to TCPL staff members. Mr. French also reported on the upcoming book sale scheduled for March 12-13. The book sale will not have a Friday Friends only preview night and will be a smaller sale with mostly \$1 records and \$0.50 paperbacks.

Also, under **Other Reports**, the County Librarian reported that the annual report for the Indiana State Library was submitted in early February. Completing the report provides an opportunity for TCPL to compare multi-year annual statistics. Mr. Holman highlighted a few of the statistics. He mentioned that as expected the total circulation of all library materials decreased. The decrease was about 88,000 items. Also, library visits decreased by about 40,000. The number of adult and youth programs increased along with total program attendance.

Finally, under **Other Reports**, the County Librarian shared information related to the Department of Local Government Finance (DLGF) 1782 Notice for the 2011 budgets. Because TCPL's budgets surpassed the 2.9% growth quotient, the 2011 appropriations and tax levy were limited to the 2010 appropriations and tax levy. This situation caused a decrease in the approved Operating budget and an unapproved LIRF budget. In order to have a LIRF budget for the Stein Building project, the Board will need to go through DLGF's additional appropriations process. Mr. Holman also recommended doing an additional appropriation of \$200,000 for the Operating budget. He suggested the \$200,000 come from TCPL's discretionary funds, i.e. the Gift Funds, Akley funds, or the Swezey funds. After discussion and comments from Board members, Mr. Phillips indicated a concern about using patron donated dollars for operating expenses. Mr. Hawkins suggested the patron donated dollars could be used in the

technology center and a transfer from the LIRF fund be used for additional increase in the Operating budget. The Board requested the Finance Committee meet, deliberate and present a recommendation to the full Board. If discretionary funds are used, the committee should recommend which funds are to be used.

There was no **Old Business**.

Under **New Business**, there were a couple of items to be considered. Following the Indiana code, TCPL presented a brief list of outstanding check warrants that were two years old and never cashed. Once approved, the check amounts can be re-entered into the bank account. Mr. Phillips moved to approve voiding the list of outstanding checks as presented. Mrs. Grover seconded the motion and it passed. With the TCPL automation staff continuing to replace computer equipment, a new list of surplus and older computers and peripherals including bar code scanners, video monitors, and outdated software was presented. In addition, several broken chairs and a fax motion were included on the list. Mrs. Grover moved to approve the list of Surplus Furniture/Equipment as presented. Mrs. Goonewardene provided a second to the motion and it passed.

Under **Other Business**, Mr. Hawkins moved to approve the grand total of the February and March claims listing presented by the County Librarian starting with claim number 17473 through 17633. The February prewritten claims were \$325,803.80 and the regular claims were \$176,829.38 for a grand total of \$502,633.18. The March prewritten claims were \$264,037.88 and the regular claims were \$153,948.07 for a grand total of \$417,985.95. Mrs. Grover seconded the motion and it passed.

Also, under **Other Business**, the County Librarian mentioned the status of the Stein Building project. Mr. Holman shared the Troyer Group's draft schematic drawings representing the relocation of technical services to the Stein Building and the layout of the planned technology center. After pointing out the orientation of both drawings, he requested feedback from the Board. Mr. Phillips inquired as to the placement of technical services within the Stein Building. He was concerned that the placement might limit additional uses of the building in the future. Also, Mr. Phillips suggested we carefully research any operable walls regarding sound carrying through the wall. It was suggested to follow-up the discussion of the schematic drawings by getting information from the architect. This topic will be referred to the Facilities committee to further explore and then make recommendations to the full board.

Finally, under **Other Business**, the County Librarian requested input from the Board regarding "merit pay" for 2011. After a brief discussion, it was apparent that clarity was needed regarding the Board's final actions on this topic. President Hicks directed the County Librarian to research the topic and update the Board via e-mail about the findings.

Mrs. Grover moved to adjourn the regular Board meeting at 8:55 p.m. Mr. Phillips seconded the motion and it carried.

Mida Grover, Secretary

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