

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

March 6, 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, March 1, 2012 in conformity with the Indiana Open Meeting Act.

PRESENT:

Sarah J. Hicks, Secretary
Van Phillips, Treasurer
Mida Grover, Vice President
Brandon Hawkins, President
Dinah McClure, Member

ABSENT:

Lora Goonewardene, Member

GUESTS

Larry French, Friends President
Harry Mohler, Local Architect
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

Prior to the regular Board meeting, the Board convened in a work session to review and discuss an objective from the Board's October 2011 retreat. The meeting objective centered on future branch growth and how to fund it. After the work session, the Board took time to briefly tour the Stein Building and view the final stages of the new construction.

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 Vice President Mida Grover led the Board in reciting the Pledge of Allegiance.

Board Secretary Sarah Hicks moved that the **Board Minutes** of February 7th, 2012 be approved as presented. Board member Dinah McClure provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few items for Board attention. Mr. Holman pointed out that the TCPL Foundation Board is planning a special donor luncheon on Sunday, April 29th. The event will target both individual and corporate long-term supporters of TCPL fundraising efforts. Attendees will have an

opportunity to tour the newly opened Technical Services Center in the Don and Lois Stein Building and also get a chance to see construction activities in the new technology center. Mr. Holman also reported on several exciting programs being planned for National Library Week in April. Children's award winning illustrator E.B. Lewis will present programs on April 10th with an evening program at Ivy Tech's auditorium. Adult author, Dolen Perkins-Valdez whose title "Wench" has been very well received, will present a 7:00 p.m. program on Thursday, April 12th. During this same week, the Campus Library will celebrate its 10th anniversary with an open house and refreshments from 3:00 to 6:00 p.m. Also, an open house will be held for the new Technical Services space on Sunday, April 15th. Along with these activities, TCPL will celebrate national Poetry Month in April with our annual poetry contest, which already started. TCPL's new Human Resources Coordinator is Katherine Burks. Her background includes a Bachelor's of Science in Business Administration with a concentration in Human Resource Management. She has over 10 years HR experience in FLMA and payroll. Finally, Mr. Holman reported that the first event for the Building Common Ground grant would occur on March 24th from 10:0 a.m. to 4:00 p.m. Dr. Mary Trujillo from Chicago will conduct a workshop on "Conversation Circles", a specific method of creating repetitive opportunities for trustful and engaging dialogue among small groups on diversity issues. It is expected that a dozen or so participants will be trained and commit to conducting "Conversation Circles" in our community.

Mrs. Grover moved to approve the March 6th, 2012 **Personnel Actions**. Board Secretary Sarah Hicks seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under **Other Reports**, Friends President Larry French reported on the upcoming book sale, March 9-12th. He indicated that typically the March book sale had fewer donations than desired, but that donations for this sale were very good. Mr. French mentioned that two civil war re-enactors were scheduled to appear at the book sale to highlight a good selection of civil war books. Also, he commented that the March 20th Friends annual meeting would include a silent auction and several scholarships being awarded to TCPL staff members.

Also under Other reports, the County Librarian shared an overview of statistics associated with the Indiana State Library's annual report. Mr. Holman presented a one-page summary with statistics on circulation, collection formats, programs, and program attendance.

Board members asked a few questions as the stats were discussed. No action was taken on the report.

Also under Other Reports, Mr. Holman gave an update on the Stein Building project. The initial punch list walk-through had to be postponed because of concerns expressed by the Fire Marshal related to handicapped accessibility. TCPL will have to modify the exterior path to the northeast exit door and make the Sixth Street entrance handicapped accessible. Most of the interior of the building is finished with the exception of the ceiling tiles. Also, the installation and electrical wiring to a PIV (post indicator valve) had to be installed at the request of the Fire Marshal. Once work is completed at the Stein Building and the staff is relocated, demolition work for the technology center will begin. The library does not anticipate the need to close the building during this demolition

There was no **Old Business**.

Under the heading of **New Business**, the Board was presented with a list of outstanding checks that were not cashed in the past two years. In keeping with the guidelines from the Indiana State Board of Accounts TCPL should void these outstanding checks. Once the list of checks is voided, the dollars can actually be receipted back onto TCPL's financial records. The Board Treasurer confirmed that an effort was made to communicate with the owner of the \$8635.17 outstanding check. Once clarified, Mr. Phillips moved to approve the list of Outstanding Check Warrants as presented. Mrs. Hicks provided a second to the motion and the motion passed. Also, the Board was asked to consider a recommendation of the complete withdrawal of the videotapes from the material's collection. Over the past several years, the question of when to withdraw the videotapes from the materials collection routinely came up. TCPL Staff identified a minimum number of circulations that would trigger a final recommendation to withdraw the collection. The County Librarian recommended TCPL withdraw the entire VHS collection in 2012. Mr. Phillips moved to completely withdraw the VHS format from TCPL's materials collection. Mrs. Grover provided a second to the motion and the motion passed. The final piece of the business focused on developing an identity for the planned technology center. Staff member's wanted to brand the technology center from both a customer services viewpoint and physical location within the building. Recent brainstorming about the technology center produced three suggestions for the Board's consideration. After a bit of deliberation, the Board reached a consensus that the technology center be formally branded as "The Portal". Mrs. McClure moved that the technology center be named "The Portal". Mrs. Grover provided a second and the motion passed.

Under **Other Business**, Mr. Phillips moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 19063 through 19187. The prewritten claims were 251,602.50 and the regular claims were \$291,152.10 for a grand total of \$542,754.60. Mrs. Grover seconded the motion and it passed. The County Librarian responded to Board member questions regarding a few line items within the 2012 financial report. He also pointed out that a couple of budget lines were going fairly well at this point.

There was no **Other Business**.

Though there were no comments from the Board, Mr. Phillips mentioned that he and the County Librarian would return to the Stein Building to conduct measurements in the Sixth Street entrance.

Ms. McClure moved to adjourn the regular Board meeting at 8:21 p.m. Mr. Phillips seconded the motion and it carried.