

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

May 1, 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, April 26, 2012 in conformity with the Indiana Open Meeting Act.

PRESENT:

Sarah J. Hicks, Secretary
Van Phillips, Treasurer
Mida Grover, Vice President
Dinah McClure, Member
Ed Perez, Member
Lora Goonewardene, Member

ABSENT:

Brandon Hawkins, President

GUESTS

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

Vice President Mida Grover chaired the regular Board meeting and called it to order at 7:33 p.m. A quorum was declared to conduct business for the library. Prior to the regular Board meeting, Sally Fahey Executive Director of the Area Planning Commission presented information about the future growth of Tippecanoe County. She spoke about planned transportation changes, population growth, and projected job growth in 2040. The Board found the information very informative and useful for future planning.

Board Member Ed Perez led the Board in reciting the Pledge of Allegiance.

Board Member Dinah McClure moved the **Board Minutes** of April 3rd, 2012 be approved as presented. Mr. Perez 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 updated the Board on the status of withdrawing the VHS collection. Mr. Holman pointed out a timeline was established and that by June 30, all items will be removed from the shelves at the downtown and campus locations. Appropriate signage for library customers will be put in place to convey

this important change in material formats. Mr. Holman commented that the National Library Week programs were very successful with mostly good attendance. He stated the Campus Library Open House went well with about 300 people enjoying light refreshments, cake, and ensemble music. Also, it was shared that during National Library Week, Journal & Courier editor Dave Bangert wrote a great article on reference librarians. Finally, Mr. Holman indicated that 12 staff members are scheduled to attend the Indiana Library Federation District 2 Conference in Kokomo on Friday, May 4th. Five TCPL staff members, including the County Librarian will present three different workshops at the conference. TCPL staff members were invited to do presentations on 23 Things, Street Literature and new legislation affecting libraries. He reminded the Board that this was the single day conference TCPL hosted in May 2011.

Board Vice President Mida Grover moved to approve the May 1st, 2012 **Personnel Actions**. Mrs. Hicks seconded the motion and it passed unanimously. Mr. Holman pointed out that longtime and dependable part-time staff member Barb Chandik resigned from the planning and Development department.

There were no **Committee Reports**.

Under **Other Reports**, Friends President Larry French reported that the Friends 2011 financial records were recently audited. The internal audit was conducted by a three-person committee of Friends members. The audit went well. Also the Friends were able to renew a \$50,000 CD at a decent rate. The Friends have a bit more cash on hand than usual and look forward to making future contributions to financially support the library.

Also under Other reports, the County Librarian provided an update on the Stein Building activity. The Technical Services department officially relocated into the building with staff members coordinating and performing the majority of the move. There are a few unusual items to address, but mostly the building seems to work well for library functions. Demolition of the vacated space started after a temporary wall was built separating the public space from the construction area. The demolition went well and the projected time line for completion of The Portal project is about 6 more weeks. Independently, the County Librarian sought input from the Board regarding the grand opening of the Portal which may have a "soft opening" as early as mid-June. The County Librarian wanted to verify if Board members preferred a low key or a more elaborate grand opening. Consensus of the Board indicated an elaborate "big too do" should take place with ribbon cutting and a reception like atmosphere taking place. The Board made a few suggestions regarding

invitees and demonstrations of the equipment. The staff will start planning the event and update the Board at its next meeting.

Under the heading of **Old Business**, Mr. Phillips moved to take up the Social Software policy tabled motion. Ms. McClure seconded and the Social Software Policy was re-opened for discussion. The policy had been tabled pending legal review by the law offices of Gambs, Mucker, and Bauman. The Board considered the revised draft presented by the County Librarian. The Legal Council recommended four relevant and appropriate points. The Board agreed with and accepted the recommendations. Overall, the Board believed the revision was done very well. Ms. McClure moved to approve the New Social Software Policy as presented. Mrs. Hicks seconded the motion and the motion passed.

Under the heading of **New Business**, the County Librarian shared background information regarding a Fixed Capital Assets Policy. Mr. Holman provided sample copies of two very different policies and requested the Board provide direction for their preference of a preliminary Fixed Capital Assets Policy for TCPL. After a bit of discussion including how the new policy would satisfy the audit body and insurance purposes, there was consensus that a brief general policy was preferred so additions could be made if necessary. Mr. Phillips moved to table the topic as New Business and that the County Librarian be tasked to write a policy, submit it for legal review, and return it to the Board for consideration. Mr. Perez seconded tabling the topic. Mr. Holman indicated he would add this topic to the agenda at a future meeting.

Under **Other Business**, Mr. Phillips moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 19293 through 19410. The prewritten claims were \$440,179.25 and the regular claims were \$167,286.99 for a grand total of \$607,466.24. Mrs. Hicks seconded the motion and it passed. The County Librarian shared information regarding the current budget status. Also, he shared a brief update of the revenue and expenditures for 2012.

There was no **Other Business**.

Under **Comments From the Board**, Board members indicated that they appreciate the quarterly reports from department heads.

Mrs. Hicks moved to adjourn the regular Board meeting at 8:30 p.m. Ms. McClure seconded the motion and it carried.

Sarah J. Hicks, Secretary

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