TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
November 5, 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 Thursday, October 31st, 2013 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Sarah Hicks, Member

GUESTS
Jos N. Holman, County Librarian

President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:40 p.m. A quorum was declared to conduct business for the library.

Prior to the regular Board meeting, an Executive Session was held. No action was taken. No members of the public attended the 7:30 p.m. public hearing on the issuance of a new bond.

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

Board Vice President Mida Grover moved the **Board Minutes** of October 1st, 2013 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 a few items from his report. He reported that TCPL successfully conducted its annual purge of its database of library cardholders. 7002 patron accounts were deleted due to lack of use by the cardholder. The total number of library cardholders now stands at 106,062. Mr. Holman mentioned the Youth Department will host its fall author visit with distinguished author Eric Kimmel visiting TCPL on Thursday, November 7th. Mr. Kimmel has written and illustrated over 90 books and travels to TCPL from the West coast. There are

over 550 students scheduled to see his presentation during the day and a public performance taking place at 7:00 p.m. Mr. Holman indicated TCPL hired a new Facilities Coordinator. Donita Schroeder's first day was October 28th. Donita worked for more than 15 years in the Facilities Department at Purdue University in two different stints. After her first week of training, she will start interacting with TCPL vendors. Finally, Mr. Holman noted that TCPL's Management Team took time to review the set-up and approach to management meetings and considered possible changes to enhance the meeting. Two specific changes were implemented. First, the meeting's start time changes from 8:30 a.m. to 9:00 a.m. Second, a running list of discussion topics will be kept on the shared server. Then the meeting agenda will be determined by preference based on the majority votes on the list. This allows a more participatory approach for what the team will address and move along for the library system. Board Secretary Van Phillips commented on the County Librarian being appointed as co-chair of the Indiana Library Federations' legislative committee. Mr. Phillips also urged other Board members to consider participating in the Greater Lafayette Commerce's Third House activities during the legislative session. He spoke about the importance of being informed of legislative issues that might impact library operations and service.

Mrs. Grover moved to approve the November 5th, 2013 **Personnel Actions**. Lora Goonewardene seconded the motion and it passed unanimously.

Under the heading of **Committee Reports,** Mr. Phillips reported for the Nominating Committee. He indicated the committee of past presidents met to consider the slate of Board officers for the 2014 fiscal year. Mr. Phillips moved to put the names forward for election. Ms. McClure provided a second for the motion and the motion passed.

Under the heading of **Other Reports,** there was no report for the Friends of TCPL. The County Librarian announced the next Friends book sale scheduled for December 7-9. Also under **Other Reports**, Mr. Holman presented information about TCPL's next strategic plan. Following the initial direction given by the Board, the Management Team approached the process of developing a new strategic plan. The group considered a modification of the outdated strategic plan which maintains the current vision and values. Focusing on the goals and objectives, the management team finalized a draft document for the Board's consideration. The County Librarian reiterated the new plan will include the vision and values from the original strategic plan. The Board reviewed the document and made a couple of comments. The Board directed that the strategy related to facilities include a constant review of the shifting demographics in the county. Also, the Board indicated there should be associated metrics as part the plan and it should be linked directly to the future reports on the progress of the strategic plan. The County Librarian agreed that both items could be accomplished.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered several action items. The County Librarian updated the Board on the activities associated with issuing a new general obligation bond. With County Council approval to issue the bonds, publication of the advertised notice of intent to sell bonds and the advertised public hearing, the Board considered an Additional Appropriation Resolution. The resolution identified the proceeds of the General Obligation Bonds and how the funds will be applied to the cost of the project. Mr. Phillips moved to approve the Additional Appropriation Resolution. Mr. Perez provided a second to the motion and the motion passed. In another action item related to issuing the bond, the Board considered a Final Bond Resolution that gave more specifics about the proposed bond. It included information about the principal amount ($360,000), the interest rate (not exceeding 3.75%), the dates the interest is payable, and the denomination of the bonds ($5000). Mr. Phillips moved to approve the Final Bond Resolution. Ms. McClure seconded the motion and the motion passed. Finally, under **New Business,** the Board considered a Draft Drug Abuse Policy. Changes in the law revealed TCPL needed a specific approach for random drug testing for staff members who hold a CDL. After researching options and several exchanges with the Department of Transportation and legal counsel for the Indiana State Library, TCPL took action and a draft drug policy was created. Along with a new policy, a minor modification to TCPL's discipline policy is needed. The Board reviewed the new policy to consider its adoption. Ms. McClure moved to approve the Draft Drug Abuse Policy and the change in the discipline policy. Mrs. Grover seconded the motion and the motion passed. The policy will be sent to legal counsel for review.

Under the heading of **Other Business,** Ms. McClure moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 21382 through 21523. The prewritten claims were $375,089.95 and the regular claims were $159,909.04 for a grand total of $534,998.99. Mrs. Goonewardene seconded the motion and it passed. Also under **Other Business,** Ms. McClure reported on a recent meeting of the Joint Board of the Campus Library. Ms. McClure presented a list of maintenance items and concerns brought to the Joint Board by the Ivy Tech Facilities staff. Mr. Phillips recommended the list be referred to the Board's Facilities committee for future recommendation to the full Board. Ms. McClure provided a second to the motion and the motion passed.

Under **Comments from the Board,** Mrs. Grover inquired if the library has a specific process to "lock down" buildings in the case of a perceived violent threat to public safety. The question initiated from a recent incident involving the public schools being on "lock down". The County Librarian responded there was not a list of specific steps to take, but that the Who's In Charge staff member has the responsibility and authority to respond to any unusual

emergency situation. Mr. Phillips suggested the library engage Smokey Anderson of Tippecanoe County Emergency Management Agency for guidance on this topic.

Mr. Phillips took a moment to re-emphasize the need for a Board member to be involved in Third House sessions. With his past involvement in legislative issues at the state level coming to a close, he believes that TCPL really needs to stay abreast of legislative issues. Finally, the County Librarian reminded the Board of the staff and Board reception traditionally held before the December Board meeting. He also mentioned time will be set aside to honor Van Phillips 16 years of service during the reception. Mr. Holman encouraged everyone to be in attendance December 3rd. There were no **Comments from the Public.**

Mrs. McClure moved to adjourn the regular Board meeting at 8:15 p.m. Mrs. Grover seconded the motion and it carried.

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Van Phillips, Secretary

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