

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

October 5th, 2010

**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, October 1, 2010 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Sarah Hicks, President  
Mida Grover, Secretary  
Lora Goonewardene, Member  
Jerry Withered, Member  
Brandon Hawkins, Member

**ABSENT:**

Van Phillips, Vice-President  
Dinah McClure, Treasurer

**ATTENDING**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian

President Sarah Hicks chaired the regular Board meeting and called it to order at 7:33 p.m. A quorum was declared to conduct business for the library.

Board Member Lora Goonewardene led the Board in reciting the Pledge of Allegiance.

Board Member Jerry Withered moved the **Board Minutes** of September 7<sup>th</sup>, 2010 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 commented on a few items from the report. He indicated a follow-up to one of the presentations on Staff Day called "23 things". After a presentation by a staff member from the Monroe County Public Library, TCPL staff was very excited about the potential approach to a self-paced foray into newer technological innovations on the web and the Internet. The learning experience will enable staff members to develop technological competencies that strengthen their individual knowledge and enhance customer service. A small group of staff members will help TCPL develop its own "23 Things" product this fall with a goal to make the activity available during the first week of the New Year. Also, Mr. Holman reported that representatives of CIGNA/Great West Healthcare will make a presentation at TCPL's monthly staff meeting. Information will be shared about TCPL's current health plan in terms of staff use and the different options of the current plans. This will be an

informational meeting only without any financial details regarding TCPL's insurance renewal. Next, Mr. Holman mentioned that TCPL would attempt to expand DVD circulation at Klondike by initiating the use of a "floating collection". This experimental approach will give Klondike customers more choices for checkout. Klondike staff will temporarily keep downtown library materials that are returned to Klondike and Klondike will receive circulation counts for items that circulate. However, the items will continue to be permanently connected to the downtown materials collection. Finally, he reported that Dr. Jean Preer of Indiana University visited TCPL on September 24 to make two presentations on intellectual freedom, a core principle of library service. About 50 TCPL staff members attended the presentations which was coordinated and scheduled by TCPL's Training Committee.

Mrs. Grover moved to approve the October 5th, 2010 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed.

There were several **Committee Reports**.

Under **Other Reports**, the County Librarian reported that Friends President Larry French e-mailed to send his regrets for being absent from the meeting. On Mr. French's behalf, Mr. Holman reported the Friends most recent book sale netted just over \$20,000. Also, under Other Reports, Mr. Holman presented information shared at the exit interview for the most recent State Board of Accounts audit covering the 2008 and 2009 fiscal years. Overall, there were two specific notations by the auditor, one related to a capital Assets Inventory and the other related to an overspent 2006 Construction Fund. The Board directed the County Librarian to resolve both situations. Also, the auditor suggested copies of receipts for daily deposits be provided to both branches.

Under the heading of **Old Business**, the Board heard from Facilities Chair Jerry Withered about an architect for the Stein Building project. Mr. Withered reported on TCPL's RFP process including the number of responses received, the committee's review of the RFPs, and the interview of 2 architectural firms. The architect's quotes ranged from \$28,800 to \$59,000. KJG of Lafayette and the Troyer Group, Inc. of Mishawaka were invited by the Facilities committee to conduct onsite presentations about their firms. After a review of the presentation and a discussion of the needs of the project, the committee decided the Troyer Group was the best fit for TCPL. There were several positive factors for the Troyer Group including the quoted price, having a single point of contact, and having all professional services in-house. Mr. Withered brought this recommendation to the full Board and made the following motion: Move that the Board approve and authorize Jos N. Holman and the Facilities Committee to negotiate with the Troyer Group of Mishawaka, Indiana a contract for architectural services for the Stein Building renovation and development of the existing Technical Services area into a new public Technology Center, for the price of \$37,800, and to present such contract to the Board for approval at the November 1<sup>st</sup> meeting. Mr. Hawkins seconded the motion and the motion passed. Mr. Withered requested this information be

communicated to the Troyer Group and an invitation be extended to attend the Board's November meeting.

Under the heading of **Other Business**, Mr. Hawkins moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 16882 through 16999. The prewritten claims were \$258,218.26 and the regular claims were \$117,669.31 for a grand total of \$375,887.57. Mrs. Grover seconded the motion and it passed. There were no comments from the public and no comments from the Board.

Under the heading of **New Business**, and in concert with the budget process, the Board planned to adopt the 2011 budgets at its regular October Board meeting. The County Librarian presented information related to the adoption of the 2011 budgets including completed prescribed forms of the Department of Local Government. Mr. Holman pointed out that three budgets were being adopted and the documents must be filed with the County Auditor within two days after Board approval. Since there were multiple copies of the documents to be signed, this activity was made the final action of the meeting. Mrs. Grover moved to adopt the 2011 Operating BIRF, and LIRF budgets for submission to the County Auditor. Mrs. Goonewardene seconded the motion and the motion passed. All originals and copies were signed immediately following adjournment of the meeting.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:10 p.m. Mrs. Grover seconded the motion and it carried.

---

Mida Grover, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTED CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470