

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 Board's regular meeting.

Board Member Jerry Withered led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dinah McClure moved the **Board Minutes** of August 3rd, 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 mentioned that as part of the TCPL 2011 budget process, he has a scheduled meeting with County Council member Roland Winger on Friday, September 10. He and Mr. Winger will review the 2011 budget information which was previously sent to the Auditor's office. Also, the County Council expects to publicly review TCPL's budget, along with other local taxing units, as its September 14 monthly meeting. Mr. Holman shared that One Touch Security completed the installation of closed circuit television cameras in mid-August. The installation completes a recommendation of the security audit completed a couple of years ago. Six cameras were installed to observe activity around the exterior of the building and grounds and a computer monitor located in the CIRC department will be used for review on an as-needed basis. Also, Mr. Holman reported that the

work paid for by CDBG funds for the window lintels and doors on the Stein Building is going well and will be finished in September. At its own cost, TCPL had the chimney of the building torn down by Kemna Restoration who reused several of the bricks in the lintel work. Mr. Holman pointed out that a copy of the position statement recently issued by the Indiana Library Federation that centered on property tax caps was included in the Board package. Finally, Mr. Holman reminded the Board about and encouraged them to attend the upcoming One Great Read activity with professional actor Richard Garey performing as Mark Twain. Also, he thanked the Board for their approval of an extended leave of absence for a part-time staff member who was able to return to work without medical restrictions.

Mrs. Grover moved to approve the September 7th, 2010 **Personnel Actions**. Ms. McClure seconded the motion and it passed.

There were several **Committee Reports**. The Facilities committee reported that a Request for Proposals for a qualified architect to work on the Stein Building project was sent out to about 8 architectural firms. Proposals are due back to TCPL by September 14. The Facilities committee will review the submitted proposals the following week and select architects to interview. Interviews will be conducted on September 30 and a recommendation made to the Board at the October Board meeting. The Finance Committee met to review the draft budget and get additional information on specific budget lines. A few specific changes were made related to the LIRF transfer and the postage lines. Also, the committee conducted an initial review of the LIRF budget. The Personnel Committee met in August to receive information related to the mid-term report of the health insurance plan. Specific use of the health plan comparing the Consumer Advantage coverage to the Preferred Physician Option was reviewed. The committee will meet again when the actual renewal information is made available by Great West.

Under **Other Reports**, Friends President Larry French gave a report on Friends activities. The Friends are gearing up for the September 10-13 sale with the theme of Fall Harvest of Books. The Friends have several options lined up for disposal of the leftover books on Monday afternoon when the sale ends.

Under the heading of **Old Business**, the Board reviewed the 2011 budgets. The County Librarian provided background information related to the LIRF and Operating budgets. Using a handout, Mr. Holman pointed out specific factors affecting each budget. Discussion ensued about the decreased revenue stream for the Operating budget. Also, there was a thorough review of the LIRF budget which will mostly fund the work of the Stein Building. The Stein Building project will be limited to \$750,000 or less. The LIRF fund balance is presently about \$560,000. Other sources of funding will be sought to completely finance the project. The budgets are on track to be approved and adopted at the October 5th Board meeting.

Under the heading of **New Business**, the County Librarian presented background information related to the Indiana Library Federation's district

meeting. He indicated TCPL agreed to host the District II Conference in the spring of 2011. District II involves about 14 counties and is a single day conference with approximately 150 attendees. The County Librarian requested the Board consider having the entire library system being closed for the day to accommodate hosting the District II Conference. There are several advantages to TCPL being closed including the opportunity of continuing education for all TCPL staff members without the added travel cost. TCPL checked on the status of classes at Ivy Tech during spring 2011 and chose a date when classes are not in session. The County Librarian recommended TCPL be closed on Friday, May 13 to host the ILF District II Conference. Mrs. Grover moved to approve all library facilities being closed to host the ILF District II Conference on Friday, May 13, 2011. Ms. McClure seconded the motion. After questions from the Board, responses by the County Librarian, and further discussion, the Board voted 4-1 to pass the motion.

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 16758 through 16881. The prewritten claims were \$265,914.53 and the regular claims were \$201,715.34 for a grand total of \$467,629.87. Mrs. Goonewardene seconded the motion and it passed. Also, under the heading of Other Business, the County Librarian requested the Board to review and briefly discuss the ILF position paper on the property tax caps question on the November 2 ballot. Mr. Holman reported to the Board regarding the intent of ILF to advocate for defeat of the measure and that ILF believes that libraries should engage library users in discussion about the issue. Mr. Holman indicated that it would be imprudent for TCPL to take a particular stand either way on the measure and he would not do so unless the Board directed him to do so. After several comments by Board members, President Hicks summed up the discussion. She indicated it would be inappropriate for the County Librarian or TCPL Board members to take a stand on the issue. TCPL staff could have a fact sheet with information about the measure to share with library users, but should not make any efforts of advocacy or persuasion. The County Librarian thanked them for the discussion. Also, under Other Business, President Hicks reported on a phone call she received from a neighbor to the library. The neighbor was concerned about trash blowing from the library onto her property and TCPL staff members directing library users to smoke on her property. Mrs. Hicks asked for clarification about TCPL's smoking policy and comments were made by several Board members. The County Librarian indicated that the management team group discussed the issue and provided specific wording to staff members. Also, regarding where library customers can smoke, additional signs will be placed at various areas around the building.

Ms. McClure moved to adjourn the regular Board meeting at 8:45 p.m. Mrs. Grover seconded the motion and it carried.

Mida Grover, Secretary

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