

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 6th, 2011

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, September 1, 2011 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Sarah Hicks, President
Jerry Withered, Member

Guests:

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Larry French, Friends President
Nikkla Miller, Indiana University MLS
Student
Jeff Mutzl, J. R. Kelly

Vice President Van Phillips chaired the regular Board meeting and called it to order at 7:30 p.m. A quorum was declared to conduct business for the library.

Board Treasurer Dinah McClure led the Board in reciting the Pledge of Allegiance.

Board Secretary Mida Grover moved the **Board Minutes** of August 2nd, 2011 be approved as presented. Board member Brandon Hawkins provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several items of note. He mentioned that the recent resignation of Amina Gabrielova as a reference librarian initiated a change in staff responsibility for selecting adult fiction. Also, Amina's departure created an opportunity to prepare for staffing the new technology center as another MLS librarian will not be hired to replace Amina. Alison and Jos are conferring

about staffing options that can be explored with this vacancy. Recently, Liz Coolman was selected to become the adult non-fiction lead selector. Mr. Holman also pointed out there had been several staff promotions and there are several new staff coming on board as we move into the fall. Mia Martini from Klondike is the new Processing Leader in Technical Services. Sarah Preskitt at the Campus Library replaced long-time reference librarian, Sarah Brown. Abbey Ostrowski became Circulation Assistant Department Head. Mr. Holman reported that TCPL's 23 Things will be open to all library staff, Trustees, Friends and Foundation board members starting September 1st, 2011. This self-paced, self-discovery activity on Web 2.0 online tools will enhance staff member's awareness and comfort level with social media networking options. A staff committee of seven worked diligently and collaboratively in developing this important system activity. They are to be commended for an outstanding effort. Finally, Mr. Holman indicated that he will meet with representatives of the Tippecanoe County Council regarding TCPL's 2012 budget. Dave Williams, Kathy Vernon, and Roland Winger are scheduled to meet with him on August 31st at 9:30 a.m. The County Council will officially conduct its fiscal review of the budget on September 14th, 2011 at 3:30 p.m.

Mrs. Grover moved to approve the September 6th, 2011 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under the heading of **Other Reports**, the County Librarian presented information on TCPL's 2012 budget. Detailed information regarding increases and decreases of specific budget lines in the Operating Budget were explained. Also, Mr. Holman pointed out that only an Operating and BIRF budget would be submitted in 2012. No LIRF budget is being submitted. If the 2011 LIRF budget associated with the Stein Building is not expended, then the dollars may be encumbered. Mr. Holman mentioned a written budget narrative will be shared with the Board. At the end of the report, as presiding officer, Mr. Phillips conducted a public hearing on the 2012 budgets. There were no public comments on the budget.

Friends President Larry French shared information about the upcoming book sale on September 10-12. He indicated the sale would be a big sale with a "larger than usual" number of books including an increased quantity of craft books. Also, Mr. French conveyed information related to a national report on book sales. A national organization called Booksale Finder conducted a survey in November 2010. The survey focused on charitable groups that conduct book sales. There were 979 respondents. Mr. French reported the Friends of TCPL scored in the top 10% in three different categories. The categories included the total number of books available for sale, achieving revenue between \$65,000 to \$70,000 for book sales, and over \$20,000 in revenue for online sales. Board members congratulated the Friends on their national ranking.

Under the heading of **Old Business**, Mida Grover, as chair of the Personnel Committee, updated the Board on the final revisions of two personnel policies. Both the Bereavement/Funeral Leave and the Sick Leave policy were discussed. She indicated the Board's recommendations from last month has been incorporated into the revisions. Also, the Management Team suggested formatting changes in the Bereavement/Funeral Leave Policy and that the policy be renamed as Funeral Service Leave. The County Librarian commented on supporting the changes as presented. Mrs. Grover moved to approve the revisions of the Sick Leave and Funeral Services Leave policies as presented. Mr. Hawkins provided a second to the motion and the motion passed.

Under the heading of **New Business**, Mr. Hawkins presented information related to the September 1, 2011 bid opening for the Stein Building Project. Mr. Hawkins gave details on the actual bids that were received and the Facilities Committee review of the bids. Also, he indicated background research was conducted on the two lowest bidders by Link Management. Finally, he mentioned that neither of the two alternates was being accepted as part of the bid. The Facilities Committee reached consensus and is recommending the lowest bidder for the project. Mr. Hawkins moved to award the bid to Mattcon General Contractors, Inc. as the general contractor for the Technology Commons and Stein Building Project in the amount of \$680,000. Ms. McClure seconded the motion. Mr. Hawkins explained that \$50,000 as a contingency fee is being added to the \$630,000 base bid. This is due to the fact that the Stein Building is an older building with the possibility of finding unexpected items in the construction phase. The vote was called and the motion passed. Mr. Hawkins pointed out that the Finance Committee would need to recommend options to finance the unfunded part of the project. Ms. McClure indicated the Finance Committee would consider options and make a recommendation to the full Board.

Under **Other Business**, Ms. McClure moved to approve the grand total of the September claims listing presented by the County Librarian starting with claim number 18316 through 18438. The prewritten claims were \$283,698.92 and the regular claims were \$130,061.59 for a grand total of \$413,760.51. Board member Lora Goonewardene seconded the motion and it passed.

Also, under Other Business – Comments from the Public, Jeff Mutzl of J.R. Kelly raised a formal objection to the Board's decision to approve Mattcon Inc, as the general contractor for the Stein Building project. Mr. Mutzl cited the new law under Indiana Code 36-1-12-22 that centered on a local Indiana business preference and stated that J.R. Kelly claimed the price preference in their bid submission for the project. Mr. Phillips acknowledged Mr. Mutzl's comments and indicated initial discussions of the Facilities committee included in the new law.

Finally, under Other Business, the County Librarian mentioned that though Board President Sarah Hicks was absent, he was sure she would remind Board members about attempting to schedule a Board retreat. The potential date has been narrowed down and President Hicks needs confirmation of the date from a couple more Board members.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:19 p.m. Mrs. Grover seconded the motion and it carried.

Mida Grover, Secretary

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