

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**September 4, 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, September 27th, 2012 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

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

**ABSENT:**

Brandon Hawkins, President  
Ed Perez, Member

**GUESTS**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Larry French, Friends President

Board Vice President Mida Grover chaired the regular Board meeting and called it to order at 7:32 p.m. A quorum was declared to conduct business for the library. Prior to the regular Board meeting, a public hearing on the 2013 Budgets was held. No one from the public attended the public hearing.

Board Treasurer Sarah Hicks led the Board in reciting the Pledge of Allegiance.

Board Secretary Van Phillips moved the Board Minutes of August 7<sup>th</sup>, 2012 be approved as presented. Board member Dinah McClure 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. Mr. Holman mentioned that in an effort to increase library card users and help Purdue students know that are welcome at TCPL, Head Circulation Librarian Carrie Pedigo attended Purdue's Boiler Gold Rush on Tuesday, August 14. About 1,300 quarter sheet flyers were given to out to attendees. The flyer included information about library materials, The Portal and a QR code directing users to the **"How to get a Library Card!"** link. Mr. Holman continued by pointing out that several staff members would attend specialized stand-alone conferences over the next month. Head Youth Librarian, Brit Brown, will attend the Association of

Library Service to Children's bi-annual conference in Indianapolis on September 20-22. Head Outreach Librarian, Paul Ward will attend the Outreach and Bookmobile Services annual conference in Richmond, VA on October 10-12. Mr. Holman indicated he would be attending the 2<sup>nd</sup> National Conference of Joint Librarians of Color in Kansas City, MO September 20-23. Next, Mr. Holman shared information about a brief video the JC Online staff produced with TCPL staff members. The video featured Processing Leader, Mia Martin who demonstrated and explained how new books are labeled and how books with broken spines or torn pages are mended. Finally, Mr. Holman mentioned a special program associated with the Building Common Ground grant TCPL received last fall. The September 15<sup>th</sup> program provides an opportunity for interested participants to understand what a "conversation circle" really is. Also, a brief training on active listening will take place.

President Grover moved to approve the September 4<sup>th</sup>, 2012 **Personnel Actions**. Board member Lora Goonewardene seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under the heading of **Other Reports**, Friends President Larry French shared information about the upcoming Friends book sale set for September 8-10 starting with the Friday night preview at 7:30 p.m. He indicated the Friends put together a good selection of Spanish language books. Also, Mr. French mentioned the Friends will host a special Friends of Indiana Libraries event on Monday, October 22. The event will be held at TCPL and include a presentation on online sales, a tour of the Friends downstairs sorting area, and what actually happens during a Friends book sale. He indicated that approximately 60 Friends groups are invited and anticipated about 40 people actually attending. Our Friends are looking forward to participating.

Also, under the heading of **Other Reports**, the County Librarian presented a basic Portal update. He indicated that the Portal had been open for its first full month. Mr. Holman presented a summary of information about the Portal's initial use as well as wrap-up of the final expenses for the Stein Building project. First he presented statistical numbers reflecting the use of the Portal during the month of August. The individual suites had a combined total of 85 uses with the Digital Arts Suite being used 21 times, the Language Suite 16, times, and the Family Suite 48 times. Individual uses of personal computers reflected 1,553 signups for regular desktop pc's and 661 signups for laptop pc's. The Express pc's were used 382 times. Also, Mr. Holman shared the estimated total payment to Mattcon as general contractor for the entire construction project. About \$675,000 is close to the final payments. One

final adjustment to the fund allocations and a final bill to the architect need to be resolved before the final dollar amount can be presented. That information will be presented to the Board when it becomes available. No action was taken on this topic.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian provided background information on the Computer Use Policy, which covers library customer's use of TCPL electronic resources including the Internet. The last revision to this policy was made in 2004 when the Board thoroughly deliberated and decided on its approach to the Children's Internet Protection Act. In reviewing and incorporating new library standards a couple of years ago, the Indiana State Library expected every public library to annually review and adopt this policy. After a brief review and discussion of the policy with management team members, the County Librarian recommending re-adopting the policy to comply with state library standards. The recommendations include a few minor word changes within the policy. Mr. Phillips moved to adopt the revised Computer Use policy effective immediately. Ms. McClure seconded the motion and the motion passed.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 19803 through 19914. The prewritten claims were \$259,675.34 and the regular claims were \$219,783.97 for a grand total of \$476,459.31. Mr. Phillips seconded the motion and it passed.

There was no **Other Business**.

Ms. McClure moved to adjourn the regular Board meeting at 8:03 p.m. Mrs. Goonewardene seconded the motion and it carried.

---

Van Phillips, Secretary

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