TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 3rd, 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, August 29th, 2013 in conformity with the Indiana Open Meeting Act.

PRESENT:
Brandon Hawkins, President
Sarah Hicks, Member
Dinah McClure, Treasurer
Van Phillips, Secretary
Lora Goonewardene, Member

ABSENT:
Mida Grover, Vice-President
Ed Perez, Member

GUESTS
Audrey Burghardt, Friends President
Jos N. Holman, County Librarian

President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:35 p.m. A quorum was declared to conduct business for the library.

Prior to the regular Board meeting, President Brandon Hawkins convened a public hearing on the 2014 Operating and BIRF budgets. No members of the public were in attendance. Board Secretary Van Phillips moved to close the public hearing. Board member Sarah Hicks seconded the motion. The motion was approved.

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

Mr. Phillips moved the **Board Minutes** of August 6th, 2013 be approved as presented. Ms. McClure seconded the motion 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 the 2013 Summer Reading Club (SRC) final numbers looked pretty good. 4222 youth registered for the SRC compared to 3928 in 2012. For teens in 2013, there were 554 registrations compared to 568 in 2012. Also, 74 local teens volunteered to help register and give out prizes to youth enrolled in the SRC. The final enrollment for participants in the adult SRC set a new record at 942 in 2013 compared to

798 participants in 2012. Mr. Holman thanked the Friends of TCPL for their financial support of the SRC. Mr. Holman shared a draft document that assists TCPL staff members in using the Problem Solving Policy. The document was developed by the management team and helps track the specific actions taken by everyone involved in the problem solving process to ensure consistency. The document is going through a final review. Mr. Holman mentioned the library certification program started by the Indiana State Library about five years ago and indicated TCPL submitted a list of 24 MLS librarians who were grandfathered into the program at that time. Those librarians became responsible to meet requirements for re-certification every five years. Over the summer, every grandfathered librarian still employed at TCPL was required to be re-certified by completing at least 75 hours of continuing education. Finally, Mr. Holman indicated TCPL will participate in the upcoming Tippecanoe Latino Festival at Riehle Plaza on September 14th. The primary sponsor is the Fountain Trust Company. Several staff members will staff a table with various informational brochures and take along a laptop to make new library cards for eligible applicants.

Mr. Phillips moved to approve the September 3rd, 2013 **Personnel Actions**. Mrs. Hicks seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Van Phillips indicated that via email the committee communicated regarding the city's request to assist with necessary construction challenges discovered in the Stein Building. Mr. Phillips indicated the committee reviewed the options that were presented and reached consensus that assistance with the structural defects of the south wall was the only option it would recommend. The estimate to repair the south wall is $5250. The committee wants to be sure TCPL sees and understands the solution and approach for this structural repair. Finance Committee chair Dinah McClure mentioned the committee electronically discussed how much of a financial contribution would be made to support the work of the Stein Building based on the recommendation received from the Facilities committee. Also, the committee considered issuing a new bond in 2014 in lieu of the Klondike bonds being paid off at the end of this year. Ms. McClure moved that a single year bond equal to the annual dollar amount of the Klondike bond be issued in 2014. Mr. Phillips provided a second to the motion and the motion passed. The County Librarian will follow-up with bond counsel about initiating the process to get the bonds issued before the end of the year.

Under the heading of **Other Reports,** Friends President Audrey Burghardt shared a variety of information with the Board. Mrs. Burghardt reported the Friends in conjunction with the TCPL Foundation, upgraded the Donor Perfect software with Friends members getting up to speed on the improved changes in the software. Mrs. Burghardt stated the software will mask the detailed dollar amounts associated with Foundation donors. Also, she

stated that two Friends committees are continuing to work on individual objectives. One committee is working on the Friends bylaws and articles of incorporation with the other committee working on the 50th anniversary celebration. The anniversary activities are expected to be spread out over the entire year with events at all of the TCPL buildings. Mrs. Burghardt mentioned the Friends developed, printed, and have started to send out special "Thank You" bookmarks with every online order. Finally, Mrs. Burghardt reminded the Board about the upcoming book sale that starts on September 13th. There are quite a few cookbooks, military books, and aviation history books included in the sale.

Also, under the heading of **Other Reports,** the County Librarian shared proposed information necessary to issue new bonds in 2014. Mr. Holman went over a timeline developed by bond counsel Jane Herndon of Ice Miller. TCPL will need to follow very specific dates within this bonding process including getting approval of an "additional appropriation" from the County Council during the month of October. The Board understood and acknowledged the steps that will be taken to move the bond activity forward. No action was taken.

Under the heading of **Old Business,** the County Librarian presented information associated with the TCPL materials collection budget. In response to the philosophical discussion and comments about the percentage of collection materials and personnel costs at the August Board meeting Mr. Holman reviewed the percentages associated with both areas. Mr. Holman provided a document that reviewed several years of materials spending broken out by print, non-print, periodicals, and electronic databases. A general discussion ensued with no specific action taken.

Under the heading of **New Business,** Ms. McClure reported that the Finance Committee recommends that $5,250 be contributed toward the stabilization of the south wall of the Stein Building. Ms. McClure moved to approve the expenditure of $5,250. Mrs. Hicks seconded the motion and the motion passed. Also, the Board held a brief discussion regarding the roofing dilemma for the Matchbox project. Mr. Phillips moved that TCPL clearly communicate to Matchbox that the library Board does not support or approve partial charges to the roof that voids the current warranty. Mrs. Hicks provided a second to the motion and the motion passed.

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 21172 through 21275. The prewritten claims were $248,955.84 and the regular claims were $109,961.95 for a grand total of $358,917.79. Mrs. Hicks seconded the motion and it passed.

There were no **Comments from the Board or Comments from the Public.**

Ms. McClure moved to adjourn the regular Board meeting at 8:22 p.m. Mr. Phillips 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.