

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
August 7, 2007

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 2, 2007 in conformity with the Indiana Open Meeting Act.

PRESENT:

Patricia Garrott, President
Janet Stapleton, Vice-President
Dinah McClure, Treasurer
Jerry Withered, Member
Sarah J. Hicks, Member
Brandon Hawkins, Member

ABSENT:

Van Phillips, Secretary

ATTENDING:

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Mary Schultz, Friends Vice-President

Prior to the regular Board meeting, a work session was held to consider potential uses of the Don and Lois Stein Building. Several Board members attended, along with Don and Lois Stein, John Gambs, and Mary Schultz. Economic Redevelopment Director, Dennis Carson facilitated the meeting.

President Patricia Garrott chaired the regular meeting and called it to order at approximately 7:31 p.m. A quorum was declared to conduct business for the library.

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

Mrs. Hicks moved the **Board Minutes** of July 3rd, 2007 be accepted as presented. Board Vice-President Janet Stapleton provided a second and the motion passed.

The County Librarian, Jos N. Holman, highlighted a few items from the **County Librarian's Report**. Mr. Holman stated that though the security audit conducted by consultant Bruce Canal had been received, it has not been formally reviewed with Mr. Canal. Also, Mr. Canal will provide

training on personal interactions with unruly customers during staff day. The County Librarian also reported the Tippecanoe Arts Federation plans to celebrate the 80th anniversary of the Albert A. Wells Memorial Library. Finally, Mr. Holman updated the board on several activities at Klondike including the Friends of TCPL \$10,000 donation toward the purchase of additional materials.

Mrs. Stapleton moved to approve the August 7th, 2007 **Personnel Actions**. Ms. Hicks seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Personnel committee chair Janet Stapleton reported the committee met in July. The committee is working on discussing merit for staff and initiating the County Librarian's evaluation. Also, the committee supported the County Librarian in considering consultants to conduct the wage and salary study as outlined in the strategic plan. Finally, the committee decided when a new job is created or if there are minor revisions in a job description, the Board will be involved only if the change affects policy or the budget.

Under **Other Reports**, Friends Vice-President Mary Schultz reported the Friends made more than \$20,000 at their July book sale. Also, Mrs. Schultz indicated the Friends reduced a certificate of deposit to provide the \$10,000 donation to TCPL for materials at Klondike and were very glad to support the library in this way. She pointed out the next book sale is scheduled for October 12 – 15 and the Friends took the opportunity to distribute 400 bookmarks about the sale at an event at the new Howarth Building. Mrs. Schultz also mentioned she heard very positive remarks about the new Klondike library including the remark, "we love the library but it needs more books."

Also, under **Other Reports**, the county Librarian provided an overview of 2008 Operating Budget. Mr. Holman indicated the Finance Committee met to review the draft budget, requested further information about specific budget lines and agreed to the budget being presented to the Board. After highlighting specific budget lines that increased and those that decreased as well, Mr. Holman entertained questions about the budget. It was suggested he take a closer look at employee benefit amounts, especially related to FICA and Medicare. Overall, the Board agreed the 2008 Operating Budget would remain at the total amount presented and if there were reductions in the employee benefits, the LIRF budget line would be increased with the difference. Mrs. Hicks inquired about the funding of the budget, specifically related to the miscellaneous revenue stream. Mr. Holman indicated there is a particular form that contains that information, but he would share the information with the Board.

Under **New Business**, the County Librarian presented a copy of the draft legal ad that must be published as part of the budgeting process. The Board agreed to meet at 5:30 p.m. on September 24th, 2007 to adopt the budget. With that one change, Mr. Withered moved to approve the 2008 estimated tax rates and tax levy for advertisement in both local newspapers to satisfy the requirements of the budgeting process. Board member Brandon Hawkins seconded the motion and it passed.

Under **Other Business**, Board Treasurer Dinah McClure moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 11787 through 11937. The pre-written claims were \$350,071.56 and the regular claims were \$173,490.15 for a grand total of \$523,561.71. Mrs. Stapleton seconded the motion and it passed.

Under **Comments from the Board**, several comments were made about the Klondike branch. Also, there was a question about Klondike's circulation figures and a question about the escrow account for Hamstra Builders, Inc.

Mrs. Stapleton moved to adjourn the regular board meeting at 8:15 p.m. Mrs. Hicks seconded the motion and it carried.

Dinah McClure, Treasurer

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