

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

August 5, 2008

**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, July 31<sup>st</sup>, 2008 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Dinah McClure, President  
Brandon Hawkins, Vice-President  
Patricia Garrott, Secretary  
Sarah J. Hicks, Treasurer  
Mida Grover, Member  
Van Phillips, Member  
Jerry Withered, Member

**ABSENT:**

**ATTENDING:**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian

President Dinah McClure 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. Prior to the regular Board meeting, a Board retreat/work session was held and temporarily suspended for the Board meeting.

The reciting the Pledge of Allegiance was suspended for this meeting.

Board member Jerry Withered moved the **Board Minutes** of July 2<sup>nd</sup>, 2008 be accepted as presented. Mrs. Grover provided a second and the motion passed.

Mr. Holman highlighted a number of items from the **County Librarian's Report**. He reported that the debut of TCPL's new website will occur on August 25<sup>th</sup>. A new software, Joomla CMS, is being used to build and design the website. Presently, the public is being invited to evaluate the new website through a link on the current home page. Mr. Holman mentioned that as part of National Library Card sign-up month, TCPL will begin to issue key-chain sized library cards. This initiative is in response to customer demand. For the first time, the One Great Read committee will participate in "The Gallery Walk", a downtown arts and culture activity that usually happens on a Friday night. TCPL will share information about the One Great Read program, talk about the Time Machine and distribute other TCPL informational brochures and flyers. Finally, Mr. Holman shared that

TCPL received a very personable and complimentary letter from a library customer during the early part of the summer. Though we often get compliments from satisfied customers, it was amazing that the letter covered so many aspects of library service.

Board Secretary Pat Garrott moved to approve the August 5<sup>th</sup>, 2008 **Personnel Actions**. Board Vice-President Brandon Hawkins seconded the motion and it passed unanimously.

There were two **Committee Reports** resented. Reporting for the Personnel Committee, Mrs. Garrott pointed out the language revisions to the Paid Leave policy of TCPL's Personnel Code. There was no change in the actual leave amounts given to TCPL staff. Also, the committee continues to work diligently toward the salary/wage study. Foundation Liaison Jerry Withered reported on a recent Foundation Board meeting held in July. He indicated the annual appeal letter will be sent later this year and the assets of the Foundation have decreased due to market fluctuations.

Under **Other Reports**, Friends President Susan Robey sent her regrets regarding her absence. On Susan's behalf, the County Librarian reported that the "vintage sale" of books donated by Dr. Mieher previously scheduled for October has been delayed. Also, the next Friends book sale is scheduled for September 12<sup>th</sup> – 15<sup>th</sup>.

Also, under **Other Reports**, the County Librarian reviewed information about the 2009 Operating budget. Mr. Holman indicated major line increases in the new budget along with other budget implications. The Board had a few questions, but no major concerns.

Under **Old Business**, the County Librarian gave an update on the financial status of TCPL specifically related to the cash balance in the bank. The paper work regarding an application to the Indiana Bond Bank is complete along with cash flow projections. Also, progress continues to be made regarding using new bank accounts at Old National Bank. Some official documents will be signed tonight.

Under **New Business**, the County Librarian shared information about the legal ad required for future adoption of the budget. A public hearing time and date along with a budget adoption date was agreed to and will be included in the ad. Mr. Phillips moved to approve the 2009 estimated tax rates and tax levy for advertisement in both local newspapers to satisfy the legal requirements of the DLGF. Mrs. Garrott seconded the motion and it carried. Considering the earlier report of the Personnel Committee, Board Treasurer Sarah Hicks moved to approve the Personnel Committee's recommendation of a revision of section II.B. Paid Time Off policy of the Personnel Code. Mrs. Grover provided a second and the motion passed. The County Librarian shared details about the next steps required by the Indiana Bond Bank. He indicated that McHale Bingham was serving as

Bond Counsel and forwarded a number of documents to be signed. Also, Mr. Holman mentioned that two actions needed to be taken tonight. The Board needs to approve a resolution authorizing TCPL to take temporary loans and also approve the Warrant Purchase Agreement between the Indiana Bond Bank and TCPL. Mrs. Hicks moved for Board approval of the Resolution that authorized TCPL to make taxable temporary loans to meeting current running expenses and that an emergency exists for the borrowing of such money, and that the resolution is adopted and approved by the Board on August 5<sup>th</sup>, 2008 and also that the Warrant Purchase Agreement between the Indiana Bond Bank and the library be approved as well. Mr. Phillips seconded the motion and the motion carried. Under the final topic of **New Business**, Mrs. Grover moved to approve the County Librarian as the designated Board appointment to INCOLSA for a three-year term ending June 30, 2011. Mr. Phillips seconded the motion and it carried.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 13495 through 13660. The pre-written claims were \$265,554.42 and the regular claims were \$227,086.62 for a grand total of \$492,641.04. Mrs. Grover seconded the motion and it passed.

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

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

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Patricia Garrott, Secretary

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