

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 4th, 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, November 29, 2007 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

ATTENDING:

Susan Robey, Interim Friends President
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Various TCPL Staff Members

President Patricia Garrott chaired the regular Board meeting and called it to order at 7:40 p.m. A quorum was declared to conduct business for the library.

Prior to the Board meeting at 7:00 p.m., a holiday reception was held for Board members and staff of TCPL. Refreshments were served.

New TCPL employee Nancy Terry led the Board in reciting the Pledge of Allegiance.

Board member Sarah Hicks moved the **Board Minutes** of November 5th, 2007 be accepted as presented. Board member Brandon Hawkins provided a second and the motion passed.

President Garrott turned the meeting over to the County Librarian to conduct recognition of staff anniversaries. Mr. Holman mentioned 9 staff members who were being recognized for years of service in 5-year increments. Background information about when they came to TCPL and

their positions/duties were shared. Recognized staff members received a new name badge along with a Simon Mall gift card. Congratulations were given to all staff members on their achievement.

Mr. Holman then highlighted a few items from the **County Librarian's Report**. He reported that Reference Librarian Marsha Lytle will retire from TCPL on December 21, 2007. Marsha is retiring after 35 years of service to TCPL. Her retirement celebration is scheduled for December 13th, at 2 p.m. in the McAllister Meeting Room B. Mr. Holman shared that the Training Committee scheduled a representative from Child Protective Services to make a presentation to TCPL staff on Wednesday, December 5th. Sonja Janssen will talk about the work of the agency and answer questions from the staff. The staff requested this training and is looking forward to it. He reminded the Board about the annual "after holiday" staff/Board/Friends dinner being held on Saturday, January 19, 2008 at the Best Western. This annual activity is meant to show appreciation of the staff as well as informally enjoy a meal together.

Vice-President Janet Stapleton moved to approve the December 4th, 2007 **Personnel Actions**. Board Treasurer Dinah McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Jerry Withered reported for the nominating committee and presented the following slate of candidates for 2008 TCPL Board officers: President, Dinah McClure, Vice-President, Brandon Hawkins, Secretary, Pat Garrott, and Treasurer, Sarah Hicks. With very little discussion about the slate, it was accepted as presented. Board member Jerry Withered moved to elect the slate of candidates as presented. Board Secretary Van Phillips seconded the motion and it passed.

Personnel Committee chair Janet Stapleton mentioned traditionally staff members are given an increase each year. Mrs. Stapleton moved to award TCPL staff members a 3 percent increase effective January 1, 2008. She confirmed it was an across the board raise for all hourly paid TCPL staff members. Ms. McClure provided a second to the motion and it passed.

As **Foundation Liaison**, Mr. Withered reported the TCPL Foundation met recently. He pointed out the assets of the Foundation continue to hover near the million-dollar mark and the Foundation's annual appeal letter will be mailed in early December. Also, Mr. Withered mentioned the Foundation made a final \$26,000 payment to TCPL for donations collected for Klondike during the two previous annual appeals. Finally, he indicated Tony Albrecht will join the Foundation Board replacing John Gambs and that Dave McGaughey was elected President of the Foundation.

Under **Other Reports**, interim Friends President Susan Robey reported the Friends December smaller “gift quality” book sale brought in over \$13,000, which is outstanding. The interim book sale committee chair, Jane Rutledge was ecstatic about this achievement and thought the sale went fairly smoothly.

Also, under **Other Reports**, Mrs. Hicks reported the Joint Board of the Tippecanoe County/Ivy Tech Library met twice. The Board was concerned about recent changes in services. Another meeting is scheduled with the staff and leadership of both institutions to finalize a resolution process. Mr. Withered asked for information about the changes. Mrs. Hicks indicated the use of public computers (e-tokens) along with staff issues were two key areas of discussion. Also, Mrs. Hicks shared that the increase in student enrollment at Ivy Tech might be a relative factor in this discussion. Updates will be given to the Board as needed.

Under **Old Business**, Ms. Robey indicated that after the Friends Board discussed potential uses of the Stein Building, the following recommendations were identified:

1. The Friends would accept donations, sort, and store all books and other book sale items in the Stein Building. They would also use building space for their book sales.
2. All Friends offices would be moved to the Stein Building.
3. The Friends would consider setting up a store to sell books and other Friend’s items. The Friends board discussed possibly using the museum for this.

On behalf of the Board, Mrs. Garrott accepted the report and stated the Friends and TCPL staff recommendations would be combined and future direction for the recommendations would begin next year.

Under **New Business**, Mr. Phillips spoke about the usual process for TCPL’s Capital Projects Fund. He shared the ideas the County Librarian presented that outlined CPF recommendations and estimated costs. Mr. Phillips suggested the library consider partnering with FEMA on the emergency related projects since the activity would help serve the entire community. Also, he mentioned the total dollar amount for 2009 is the same as 2008 and this should be helpful in getting County Council’s approval. There were no discussions or questions about the CPF topic and no action was taken.

Under **Other Business**, Ms. McClure moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 12316 through 12471. The pre-written claims were

\$339,093.58 and the regular claims were \$226,715.52 for a grand total of \$565,809.10. Mrs. Stapleton seconded the motion and it passed.

Under **Comments from the Public**, Mrs. Paget thanked the Board for the reception held earlier that evening. Also, she invited the Board to look at the display case in the downtown lobby as it conveyed information about work in the Technical Services department. This work is often not as public as other library services.

Under **Comments from the Board**, Mr. Phillips shared information that Kurt Wahl provided to the Art Advisory Committee on art selection guidelines.

Jerry Withered moved that the following resolution be adopted and placed in the minutes of the December 4th, 2007 meeting and in the permanent records of Tippecanoe County Public Library.

Resolved that the Board of Trustees of Tippecanoe County Public Library recognizes Janet Stapleton for her tireless efforts and unwavering dedication to the improvement of the TCPL system, and further commends and thanks Janet Stapleton for her service to this Board from 2004 through 2007 and for her outstanding contributions to enhancing library services in Tippecanoe County.

Mr. Phillips seconded the motion and it was unanimously approved.

The Board agreed to schedule a special meeting on Friday, December 21st, 2007 to conduct year-end financial resolutions and pay final claims of 2007.

Mrs. Stapleton moved to adjourn the regular board meeting at 8:10 p.m. Mrs. Hicks seconded the motion and it carried.

Van Phillips, Secretary

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