

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 5, 2006, 7:30 P.M.

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 Friday, December 1st, 2006 in conformity with the Indiana Open Meeting Act.

PRESENT:

Pat Garrott, President
Janet Stapleton, Vice President
Van Phillips, Secretary
Dinah McClure, Treasurer
Jerry Withered, Member
Brandon Hawkins, Member
Prella McBride, Member

ABSENT:

ATTENDING:

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Teena Flook, Friends President
Curt Albertson, Hamstra Builders, Inc.
Various TCPL Staff Members

Prior to the regular meeting, a TCPL Board and staff reception was held at 7:00 p.m. Desserts and drinks were enjoyed as staff and Board members interacted.

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

Friends President Teena Flook led the Board in reciting the Pledge of Allegiance.

Board Secretary Van Phillips moved the **Board Minutes** of November 6th, 2006 be accepted as presented. Board Vice President, Janet Stapleton provided a second and the motion passed.

Annually, each December, recognition is given to staff members who have achieved five-year increments of service. The Board and staff recognized Andrea Mullen, Clayton Higbee, and Amina Gabrielova for five years of service. Amy Paget was recognized for 15 years of service while Peg Anthrop and Sharon Kern were each recognized for 20 years of service.

Comments about their tenure at TCPL were made and a gift card was presented to each staff member along with a new nametag.

The County Librarian, Jos N. Holman, highlighted a few items from the **County Librarian's Report**. Mr. Holman reminded everyone in attendance the TCPL "after holiday" dinner will be held Saturday, January 13th at Riehle Brothers. Also, he updated the Board on two circulation changes taking effect January 1st, 2007. Both the 75 item limit per card and the increased limit of 10 movies per library card (5 videos and 5 DVDs) will be communicated to library customers. Finally, Mr. Holman noted the final payment for the mobile library Ford 550 truck is being made in December and the title will be forwarded to the library.

Mrs. Stapleton moved to approve the December 5th, 2006 **Personnel Actions**. Mr. Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Jerry Withered mentioned the committee had not met recently because there was not a need to do so. He stated Hamstra Builders, Inc. was doing a good job and the west branch construction was moving right along. Also, the roof work on the Stein Building was moving right along as well. As Foundation Liaison, Mr. Withered mentioned the Foundation Board met in November. He shared the Foundation's assets have grown to roughly \$800,000 and the Foundation's goal was to grow the assets to a million dollars. After that the intent would be to provide dollars for use by the library. Finally, he informed the Board that the Foundation's annual year-end appeal has garnered about \$8,400 thus far. For the Finance Committee, Ms. McClure shared the million dollar certificate of deposit has matured, been cashed out, and gained another \$13,000 in interest. This was a temporary investment of bond money that goes toward the west branch construction costs.

Under **Other Reports**, Friend's President Teena Flook shared that as a library user, she had interacted with most of the staff members present tonight and had enjoyed doing so. She apologized for her absence at the November meeting and talked about the Friends special event held in late October. In hosting a recognition event for active volunteers, over 200 volunteers were invited with just about 100 people in attendance. Overall, Friends members volunteered over 16,000 hours during 2006. Teena mentioned she appreciated the cooperation of the staff during the holiday book sale. The sale was very successful, although the donations were down, the sale items were gift quality, and so it was a very successful sale totaling more than \$11,000. Finally, she shared the Friends were working on their budget and expected to adopt it on December 12th. The budget is expected to exceed \$100,000 with about \$75,000 being given to the library. Ms. Flook then presented the Board with a \$50,000 check as a donation to the west branch project. Curt Albertson of Hamstra Builders, Inc. was invited

to report on the construction progress of the west branch. Mr. Albertson stated he thought the construction project had a good team with Link Management, Troyer, library staff, and Hamstra working together to accomplish the goal. Overall, the construction crew has been fighting rain and mud, but the project is going fairly well and is on schedule. Future work includes installing drywall on the inside walls and getting temporary heat in the building. The site work and landscaping should be done in April and final paving in late spring.

Under **Old Business**, the Board considered responses to ideas for the capital project plan. Mr. Phillips mentioned the Board was given a month to think about any issues with the ideas presented in November and that suggestions or modifications to the list would be accepted. The plan ideas will be presented to the County Council in January and the County Librarian will complete the formal plan. Also, Mr. Holman will prepare a more detailed summary for the second meeting in December.

Under **New Business**, Mr. Holman presented information underscoring the need for a resolution to reduce appropriations in the Rainy Day Fund. This resolution is needed to pay for expenses related to the roof replacement of the Stein Building. Mr. Phillips moved to approve the Resolution to Reduce Appropriations in the 2006 Rainy Day Fund. Ms. McClure seconded the motion and it passed. Next, Mr. Holman presented information related to the financial account Smith Barney managed for financial donations to the library. The authorized account signatures are out of date and should be updated. Account information and documents were shared and a recommendation to update the signatures was made by Mr. Holman. Mr. Withered moved to approve the Smith Barney resolution for authorized signatures on the basis that two signatures are required for monetary transactions. Ms. McClure provided a second and the motion was passed by the Board. Mr. Holman informed the Board about renewal details regarding staff member health insurance. Ms. McClure moved to approve retaining Great West Healthcare as the health insurance provider for TCPL employees for the 2007 plan year. Mrs. Stapleton seconded the motion and it passed.

Under **Other Business**, Mrs. Garrott indicated this was Prella McBride's last regular meeting as a TCPL Board member. Mrs. McBride served four four-year terms. Earlier in the evening a dinner was held with Board members and Mrs. McBride where gifts were presented to her. As a part of the Board meeting, Mrs. Garrott read a resolution in honor of Mrs. McBride, which ended with the resolution being included in the minutes. Mr. Withered moved to include the resolution with the Board minutes. Mr. Phillips provided a second and the motion unanimously passed.

RESOLUTION

In Honor, Appreciation and Recognition of

Prella McBride

WHEREAS: Prella McBride began serving as a member of the Board of Trustees of the Tippecanoe County Public Library on January 8, 1991; and

WHEREAS: Prella has served as a Board officer in every capacity and most recently as Secretary in 2003; and

WHEREAS: she was an enthusiastic supporter for the establishment of the joint-use library with Ivy Tech Community College; and

WHEREAS: she was a strong advocate for the policy-making role of this Board; and

WHEREAS: Prella brought wise counsel to both the Board and to the Director; and

WHEREAS: Prella has a fondness and devotion to the concept of a vibrant community library; and

WHEREAS: she promoted strengthening the existing relationships between the Board, Director, and the staff by supporting changes in personnel benefits, library policies, and library services; and

WHEREAS: Prella is dedicated to the library system and to the communities it serves; and

NOW, THEREFORE, BE IT RESOLVED: that this Resolution of Tribute be spread upon the minutes, appropriately illuminated, and bestowed upon Prella McBride and presented to her at the December 5th Board meeting. Additionally,

LET IT BE KNOWN that in honor of Prella McBride, the Alabama and South Street entrances of the downtown library shall be henceforth attractively ornamented with decorative planters and seasonal flowers in honor of her work as a Board member.

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Also under **Other Business**, Ms. McClure moved to approve the grand total of the claims listing presented by the County Librarian, which was \$448,191.12. Mrs. McBride seconded the motion and it passed.

Under **Comments from the Board**, Mrs. Stapleton mentioned the Board evaluation for the County Librarian had been compiled. Mr. Phillips stated it had been good to work with Mrs. McBride for the last ten years and that she had represented Lafayette School Corporation well. Prella gave of herself to the Board and the community and it was very much appreciated. Also, Mr. Phillips thanked Teena Flook for the Friends \$50,000 gift to the library and the amount of money they continuously contribute to TCPL. He noted there were other Friends groups in Indiana who were envious of TCPL Friends and the role they play in library service to this community. Mrs. McBride thanked the board for the gifts and resolution and stated, "it has been a wonderful ride." She briefly reminisced about her early days on the library Board and issues the Board faced. Everyone wished her well.

Finally, the Board set a 5:30 p.m. meeting for Wednesday, December 20, 2006, as a special meeting to handle year-end financial matters. Most Board members indicated they would be in attendance at the special meeting, so a quorum should be achieved.

Mr. Phillips moved to adjourn the regular Board meeting at 8:26 p.m. Mrs. McClure seconded the motion and it carried.

Van Phillips, Secretary

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