

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 3, 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 Friday, June 29, 2007 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

ATTENDING:

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

President Patricia Garrott chaired the meeting and called it to order at approximately 7:30 p.m. A quorum was declared to conduct business for the library.

Board member Brandon Hawkins led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dinah McClure moved the **Board Minutes** of June 5th, 2007 be accepted as presented. Mr. Hawkins 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 indicated TCPL's annual staff day is scheduled for Wednesday, August 8th. A librarian/trainer from the Cincinnati Hamilton County Public Library will facilitate a morning training session on "Ingredients to Workplace Success". Consultant Bruce Canal will do an afternoon session about security and safety in the library. Mr. Holman also reported that mystery author Michael Koryta will make a presentation on Tuesday, July 31st. Mr. Koryta lives in Bloomington and has written three books. Mr. Holman informed the Board their Director's and Officers insurance policy was being renewed at just under \$3,000.

Finally, Mr. Holman shared TCPL's management team approved a committee recommendation to engage Baker and Taylor's Title Source 3 as the primary selection services tool for buying new materials.

Board Vice President Janet Stapleton moved to approve the July 3rd, 2007 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

There were no **Committee Reports**.

There were no **Other Reports** scheduled, but Mrs. Garrott brought up the topic of an initial meeting to consider developing a plan for future use of the Stein building. Mrs. Garrott suggested the three stakeholder groups (TCPL Foundation, TCPL Friends, and the library) be invited to participate. The Board agreed to a 6:00 p.m. meeting which would include a visit to the building. Mr. Dennis Carson of the Lafayette Redevelopment Commission has been invited to facilitate the meeting. It was decided to formally contact and invite representatives of each stakeholder group. The meeting will end by 7:20 p.m. Mr. Phillips indicated the visual layout and design for the building would be available prior to the meeting.

Under **New Business** the County Librarian spoke to a request by a campus library staff member for an unexpected emergency Leave of Absence. Because of unusual circumstances with the Board President, County Librarian, and Assistant County Librarian all being out of town, the employee was allowed to be absent from work with the expectation the Board would retroactively approve the leave of absence. Board member Sarah Hicks moved to retroactively approve the request from Joy McBride for a leave of absence without pay. Mrs. Stapleton provided a second and the motion passed. Following this motion, Mr. Holman commented on the small number of requests for this type of leave over a four-year period, but indicated a change would be helpful in effectively administering these types of requests. He recommended the policy be changed to allow the County Librarian the authority to approve a short term leave of absence and the Board approve leaves of absence for longer durations. Board member Jerry Withered moved to approve the additional wording in the policy in TCPL's Personnel Code. Mrs. Hicks seconded the motion and the motion carried. Finally, under New Business, the county Librarian shared the 2008 budget process and timeline. Though not an action item, Mr. Holman pointed out the steps and dates for publication and adoption of the budget. Also, he reminded the Board about the involvement of the local auditor and the Department of Local Government Finance. No action was taken on this item.

Under **Other Business**, Ms. McClure moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 11646 through 11786. The pre-written claims were \$541,609.51 and the regular claims were \$349,493.98 for a grand total of \$891,103.49. Mrs. Stapleton seconded the motion and it passed.

Under **Comments from the Board**, Mrs. Garrott shared her experiences attending the American Library Association's annual conference in Washington, D.C. She noted there were several good programs, many opportunities for networking, a great speaker series and over 28,000 in attendance. Mrs. Garrott suggested other Board members seriously consider attending this worthwhile conference. Mr. Withered commented on the grand opening of the Klondike Branch and commended the staff on a job well done. He mentioned Mrs. Stapleton did a good job in facilitating the formal program for the grand opening. Mr. Holman followed this comment with a statement about Amy Paget and John Kostner being integral to the entire construction activity and credited them both for the success of the branch project. Also, Mr. Holman shared various statistics about Klondike related to being open just over 20 days in June. Among other statistics, the number of visits reached 10,000 and the circulation reached the 15,000 mark in the same time frame. The new building has gotten off to a great start.

Mr. Withered moved to adjourn the regular Board meeting at 8:15 p.m. Ms. McClure 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.