

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 1, 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, April 26, 2007 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

ABSENT:

Sarah J. Hicks, Member

ATTENDING:

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

President Patricia Garrott chaired the meeting and called it to order at approximately 7:34 p.m. A quorum was declared to conduct business for the library.

Board member Jerry Withered led the Board in reciting the Pledge of Allegiance.

Board Vice-President Janet Stapleton moved the **Board Minutes** of April 3rd, 2007 be accepted as presented. Board Treasurer Dinah McClure 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 updated the Board on the grand opening activities for the new Klondike Branch. Performers include the Griot Drum ensemble from Indianapolis and storyteller Michael Offutt from Chicago. Also, there will be story times and tours offered during the week. He informed the Board on Tuesday, May 15th, consultant Bruce Canal would conduct a building security and safety audit for all TCPL facilities. Various factors such as lighting, entry points, building floor

plans, etc. will be reviewed along with library policies and practices. Finally, Mr. Holman shared that consultant Ellen Miller authored a new book on library trustees and TCPL was in the book. Copies will be ordered and made available to the Board.

Mrs. Stapleton moved to approve the May 1st, 2007 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

Under **Committee Reports**, Personnel Committee chair Janet Stapleton shared the committee met and discussed four topics. She reported the library's payroll has been successfully outsourced and the newly created position for human resources was filled. Also, the committee will look for a consultant to conduct a wage study and separately consider the vacant position of Planning and Development Librarian. The committee agreed that minor revisions in job descriptions may be conveyed to the Board, but unless they affect policy or budget, these minor changes do not need Board approval. Finally, Mrs. Stapleton mentioned the County Librarian's evaluation will not take place in the spring, but instead in the fall and be completed by the end of the year.

Foundation liaison Jerry Withered reported the TCPL Foundation had over \$900,000 in assets with the Community Foundation. Also, he shared that an impending change that would have caused the library's foundation to withdraw its money because of a new Community Foundation policy was no longer imminent and the policy was rescinded.

Also, Mr. Withered updated the Board on Klondike construction activities. The building process is essentially done, progress is being made on the landscaping, and the punch list is being worked on. Mr. Withered requested major donors to the Klondike branch be contacted and invited to the grand opening celebration and appointing bodies for Board members be informed of the activity as well.

Under **Other Reports**, Friends President Mark Nesbitt reported on a recent Friends meeting. Mr. Nesbitt mentioned that the new Board agreed to changes on how they would conduct meetings and they set up a new reporting scenario for Board committees. Also, he shared the Friends would provide volunteers for getting the materials collection on the shelves of the Klondike branch and give tours at the grand opening.

Under **Old Business** Adele Needham updated the Board on the progress of her gift of art to the library. Various conversations took place between Mrs. Needham and the artist, and the sculpture had been delivered to TCPL. Also, Mrs. Needham brought up the subject of an "art committee" for the library. She suggested the committee would work with the County Librarian and include other community members. The Board agreed Mrs.

Garrott and the County Librarian would work together to develop an approach to Mrs. Needham's suggestion. Also, under Old Business, Mrs. Garrott inquired about the status of the "flower project" for the entrances of the library. Mr. Holman reported some delays and that he might have to approach a different vendor for the project. The Board will be updated at the next meeting.

Under **New Business** the County Librarian asked the Board to consider a revised meeting room policy. With the renovation of the downtown library in late 2005 and the addition of a meeting room at the Klondike branch, the County Librarian recommended all references specific to the downtown library be deleted from the policy. Discussions about the number of uses per group on an annual basis and the use of the meeting rooms by for-profit business ensued. There is some concern about sales being made by for-profit businesses in the meeting rooms, especially under the guise of education. The County Librarian was asked to take under advisement requests for meetings by for-profit groups and consider them on a case-by-case basis. Board Secretary Van Phillips moved to approve the meeting room policy as amended and with the additional allowance of six (6) uses per year be added to the policy. Brandon Hawkins provided a second and the motion passed.

Under **Other Business**, Mr. Phillips moved to approve the grand total of the claims listing presented by the County Librarian numbered 11374 to 11485. Pre-written claims numbered 11374 to 11385, totaling \$84,517.78 (unused claim numbers 11386-11390) and claim numbers 11391-11485 totaling \$256,359.06, for a grand total of \$340,930.84. Mrs. Stapleton seconded the motion and it passed.

Under **Comments from the Board**, Mr. Withered noticed in the quarterly statistics a 13 percent decrease in non-fiction circulation and asked a question as to what might be occurring. The County Librarian responded with his initial observation but indicated he would seek additional information about the question. Mr. Phillips commented on the rare books in the Swezey collection and asked about vandalism of the collection and if staff knew the value of the collection. The County Librarian reported to his knowledge there was very little vandalism and he would need to check on the assessment of value for the collection.

Mr. Phillips moved to adjourn the regular Board meeting at 8:20 p.m. Mrs. McClure seconded the motion and it carried.

Van Phillips, Secretary

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