

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

June 3<sup>rd</sup>, 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, May 29<sup>th</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

**ABSENT:**

Jerry Withered, Member

**ATTENDING:**

Stephanie Schmitz, Member League of Women  
Voters  
Susan Robey, President, Friends of TCPL  
Carol Stults, Head Youth Librarian  
Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian

President Dinah McClure chaired the regular Board meeting and called it to order at 7:33 p.m. A quorum was declared to conduct business for the library.

Board member Van Phillips led the Board in reciting the Pledge of Allegiance.

Mr. Phillips moved the **Board Minutes** of May 5<sup>th</sup>, 2008 be accepted as presented. Board Secretary Patricia Garrott provided a second and the motion passed.

Mr. Holman highlighted a number of items from the **County Librarian's Report**. He updated the Board on the new certification program at the Indiana State Library. TCPL will submit names of staff members who will be "grandfathered in", effective July 1, 2008. These staff members will need to be recertified in 2013. New staff hires will need to complete certification paperwork in the first six months of employment. Mr. Holman also shared the website about this important change for Indiana's public libraries. Mr. Holman pointed out the Mobile Library issued its new

summer schedule and made changes to its service routes. Bridgeway Apartments was deleted as a stop and new stops were added at Briarwood Apartments and Bristol Park. Other route changes were made to improve fuel efficiency because of the rising costs of diesel fuel. The Board was informed the Klondike Branch received a \$400 donation for the purchase of Young Hoosier Award books. This donation was part of a community service project by Klondike Elementary. Finally, Mr. Holman shared that there were a number of anticipated technological upgrades in 2008. The website is expected to be updated with a different look and new features, the SIRSI server and SIRSI software will be upgraded enhancing library service for the public and the staff, and the fiber-optic wide area network for the Klondike branch will be installed keeping in line with designated Capital Project Fund funds. This final activity will be an expensive and challenging activity.

Mrs. Garrott moved to approve the June 3<sup>rd</sup>, 2008 **Personnel Actions**. Mida Grover seconded the motion and it passed unanimously.

Under the heading of **Communications**, President McClure shared that she received a letter thanking the Board for supporting the County Librarian's membership on the 2008 Caldecott committee.

Under the heading of **Committee Reports**, Mr. Phillips reported for the Facilities Committee who met on Friday, May 30, 2008. Mr. Phillips spoke about the planned remodeling of the children services area in the downtown library. He mentioned the reasons for the remodeling and a few of the major changes. Mr. Phillips invited Head Youth Librarian Carol Stults to share a few specifics about the new layout of the room and furniture selections. There will be shifts in the placement of major collections, new furniture with more primary colors, new computers, and a new "Ask Here" desk. At its meeting the committee requested more information from the County Librarian about funding the planned remodeling. The approach to specific donors and individual donors was shared with the full board along with the option of using the Library Improvement Reserve Fund. After reviewing the proposed funding sources, Mr. Phillips stated the committee would seek approval for the entire project as opposed to partial approval for ordering furniture, which had a longer lead-time for shipment. Mr. Phillips moved to approve funding for the whole project as listed in the documentation presented by the County Librarian. Mrs. Garrott provided a second and the motion passed. Responding to questions about the timeline, the County Librarian added that he believed it is best to close the children's area during the remodeling, which will take place in November. Reporting for the Personnel Committee, Mrs. Garrott indicated the "request for proposals" for a consultant to conduct the wage study had been sent out as planned. Also, the committee is working on another personnel situation that will be reported on in the future.

Under **Other Reports**, Friends President Susan Robey shared information about the most recent book sale. Though there was extremely bad weather for the Friday evening preview, dedicated Friends members braved the storm but sales were obviously down. However, the difference in sales was made up on Saturday and overall the book sale did extremely well, breaking the \$19,000 mark with just under 1,000 boxes of books. Any leftover boxes of books were distributed between an independent bookseller and the “free cart” in the downtown library lobby. The next sale is scheduled for September 12 – 15.

Also, under **Other Reports**, the Head Youth Librarian Carol Stults presented information about TCPL’s Summer Reading Clubs (SRC). Mrs. Stults highlighted up-to-date registration numbers and indicated the SRC was off to a good start this year with increased numbers over last summer. She mentioned details about the promotion of the SRC including visits to local elementary schools. Also, the teen librarian visited the middle schools and Harrison High School. Mrs. Stults pointed out that special programs were scheduled at all three building this summer and at the mobile library as well. Also, staff led book clubs are being held at the branch libraries. Our usual summer reading program ties with the West Lafayette Public Library have been suspended this year because of WLPL pursuing some different approaches to their program. Finally, the Board watched the staff produced SRC video and had positive comments about the video. The Board was informed that the Time Machine was selected as the title for the One Great Read program.

There was no **Old Business**.

Under **New Business**, the County Librarian informed the Board that on May 21, 2008 the Indiana State Library sent an email requesting public libraries to review their non-resident fees. Specifically, the library must review this request in light of its 2007 per capita expenditure, which is based on annual operating expenses. This expenditure is used as the basis for computing the non-resident fee according to Indiana Code 36-12-2-25. TCPL’s current per capita expenditures is \$37.49 and our current non-resident fee is \$50. Library boards are directed to approve the “Resolution to Establish Non-Resident Fees” and mail a copy of the resolution to the ISL by June 30, 2008. A copy of the current fee schedule and the proposed resolution was shared with the Board. After a short discussion, Mrs. Garrott moved to approve the Resolution to Establish Non-Resident Fees as presented and for it to remain in effect until a new fee is established. Mrs. Grover provided a second to the motion and it passed. Also, the Board reviewed the 2008-2009 Shared Operating Costs Agreement for the joint Tippecanoe County/Ivy Tech Library. On June 2<sup>nd</sup> the Joint Board approved the agreement with appropriate costs for the next fiscal year. The agreement covers costs associated with three categories: salary and benefits, supplies, and debt service. Board Treasurer Sarah Hicks moved to approve

the Shared Operating Costs agreement as presented. Mrs. Garrott seconded the motion and it passed. Also, Mrs. Garrott shared a few statistical numbers from the Librarian's Report presented at the Joint Board meeting. Specifically, she mentioned the increase in visits and items circulated comparing 2007 and 2008.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 13246 through 13366. The pre-written claims were \$368,969.53 and the regular claims were \$117,499.32 for a grand total of \$486,458.85. Board Vice-President Brandon Hicks seconded the motion and it passed.

Also, under **Other Business**, Mrs. McClure shared responses she received about scheduling the Board retreat. After her update, she suggested the Board retreat be held on August 5<sup>th</sup> before and after the regular Board meeting. She suggested a focused concentrated retreat would work and be more favorable toward the originally intended time frame. Also, the retreat would adjourn for the regular Board meeting "which could be short and sweet" and then Board members would return to wrap up the retreat. The group agreed to meet on August 5<sup>th</sup> from 4:00 to 9:30 p.m. making sure of a 10:00 p.m. adjournment. Dinah indicated the retreat agenda items needed to be finalized and if a Board member has not responded to her email yet, to please do so.

Under **Comments from the Board**, Mr. Phillips shared two items. First, he mentioned that using Klondike as a vote center not only worked out well for TCPL, but that it was one of the most efficient vote centers. With the designed layout and the number of voting machines, Klondike had the most people vote with the least amount of labor than any other vote center. On a different note, Mr. Philips mentioned he had a discussion with Mayor Roswarski about the sculpture in front of the Swezey Building on Columbia Street about future art projects for the city of Lafayette. Mr. Phillips indicated that Kendall Smith at the Art Museum might be a resource for TCPL in its art pursuits.

Mrs. Grover moved to adjourn the regular board meeting at 8:39 p.m. Mrs. Garrott seconded the motion and it carried.

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Patricia Garrott, Secretary

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