

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
February 15, 2007, 5:00 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 Monday, February 12, 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

President Patricia Garrott chaired the additional February meeting and called it to order at approximately 5:13 pm. A quorum was declared to conduct business for the library.

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

Board Secretary Van Phillips moved the **Board Minutes** of January 2<sup>nd</sup>, 2007 be accepted as presented. Board member Jerry Withered provided a second and the motion passed. Also, Mr. Phillips moved to accept the minutes of December 27<sup>th</sup>, 2006 as presented. Board Vice President Janet Stapleton seconded the motion and it passed as well.

The County Librarian, Jos N. Holman, highlighted a few items from the **County Librarian's Report**. Mr. Holman informed the Board that an electronic version of TCPL's employment application has been loaded onto the library's web page and now applicants may download or complete their application on line. This should be helpful in hiring new staff during the transition to the new branch. He mentioned the next Friends book sale will be held March 2-5 with the theme of "Bouncing into Spring" and their annual meeting is scheduled for Thursday, March 29<sup>th</sup>. Mr. Holman shared that a sub-group of TCPL's management team developed an internal rotation to maximize use of the TCPL display case. In the future, the display case will be used throughout the year highlighting various aspects and services of TCPL. Finally, Mr. Holman noted that recently, special

efforts were made to repair and correct ongoing HVAC issues at the campus library. Both Michael Hixson and Amy Paget worked with Ivy Tech staff and Tom Walter to ensure a full and properly functioning HVAC system. Now, total maintenance of the campus library is turned over to Ivy Tech personnel and TCPL no longer pays for elevator maintenance at the campus, which provides an annual cost savings of almost \$1500.00.

Mrs. Stapleton moved to approve the February 6<sup>th</sup>, 2007 **Personnel Actions**. Mr. Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Personnel Committee chair Janet Stapleton pointed out the various draft job descriptions included in the Board mailing. Included were draft descriptions for the West Branch Manager, Collection Coordinator, Human Resources Coordinator and Communications/Public Relations Coordinator. Mrs. Stapleton indicated the County Librarian was seeking approval to continue moving forward with posting and interviewing for these positions because of the lead-time for finding new MLS librarians and to fill all the positions as soon as possible. She indicated the Personnel committee would continue to work on the descriptions and the Board would review and approve final versions of each one. Mrs. Stapleton moved to allow the County Librarian to move ahead with the employment process for these positions. Board Treasurer Dinah McClure seconded the motion and it passed. Continuing with reports the County Librarian updated the Board on the roof replacement for the Stein Building. Central Roofing completed the entire roof along with the gutter system. Other minor work, including the flashing, will be done as soon as warmer weather occurs. Thus far, Central Roofing has billed TCPL for just over \$56,000. Mr. Phillips requested a thorough examination of the Stein Building scuppers, in order to verify there were no leaks due to the snow and ice buildup from the recent snow.

There were no **Other Reports**.

Under **Old Business**, the County Librarian requested the Board discuss various topics related to the west branch. With construction progress going very smoothly, there are specific clarifications needed to ensure branch operations start out smoothly and the Board makes conscious decisions. The interior plaque, exterior sign, hours, and designated identifier of the new building were reviewed and discussed. Two minor corrections were requested for the interior plaque. Consensus was reached that the exterior sign would have only the TCPL name on it and no other designation. The Board discussed and agreed to the set of recommended hours with the optional Sunday opening. Mr. Withered moved the new branch open with these hours. Ms. McClure seconded the motion and it passed. After the Board discussed the “perceived identity and confusion” about referring to the new facility as the “west branch”, the board agreed to review staff suggested descriptors for the new facility.

Submissions will be shared at the March Board meeting. Finally, a west branch checklist previously shared with the Facilities Committee was shared with the full Board.

Under **New Business** the Board reviewed a list of outstanding warrants and checks and to consider voiding the checks. Ms. McClure made a motion to approve the list of outstanding checks as presented. Mrs. Stapleton provided a second and the motion passed.

Under **Other Business**, Mrs. Garrott led a discussion focused on developing a plan for future use of the Don and Lois Stein building. Mrs. Garrott inquired as to specific approaches Board members wanted to take and who should be involved in a deliberative process. Eventually, a group discussion with staff members, Friends and Foundation members, and the Board will be scheduled. Also, this same discussion might include the unmet needs of the library and the community. Ideally, this can happen as a work session prior to a regular Board meeting and be facilitated by a non-Board member. A few specific ideas were agreed upon. The County Librarian will converse and solicit ideas from TCPL staff. Staff will compile the facts about the building dimensions and a drawing representative of the building created by Mr. Phillips. The footprint for the mobile library will be incorporated into the drawing.

Under **Comments from the Board**, Mr. Phillips mentioned the County Council cancelled its February 13<sup>th</sup> meeting, but the CPF plan would be presented at their rescheduled meeting later in February.

As a general comment, Mr. Holman mentioned there was a minor reduction made to the 2007 Operating budget by the DLGF. No specific budget lines are being adjusted at this time.

Mr. Phillips moved to adjourn the regular Board meeting at 6:35 p.m. Mr. Withered seconded the motion and it carried.

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Van Phillips, Secretary

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