

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
November 5th, 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, November 1, 2007 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Dinah McClure, Treasurer

ATTENDING:

Deborah Doughty, IUPUI student
Susan Robey, Interim Friends President
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Patricia Garrott chaired the regular Board meeting and called it to order at 7:35 p.m. A quorum was declared to conduct business for the library.

IUPUI student Deborah Doughty led the Board in reciting the Pledge of Allegiance.

Board Vice-President Janet Stapleton moved the **Board Minutes** of October 2nd, 2007 be accepted as presented. Board member Sarah Hicks 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 reported that Reference Librarian Amina Gabrielova would attend the Guadalajara Book Fair in Mexico on November 24-29 with most of the expenses being paid by the Free Pass program of the American Library Association. He mentioned children's author Gwen Battle Lavert will help TCPL celebrate National Children's book Week on November 15. This is her second visit to TCPL in 5 years. Mr. Holman informed the Board of the appointment of Marie Brown,

Sarah Brown, Mynda Cruz, and Kelley Lethgo as first-time Lead Selectors for TCPL. Their appointment is part of the change in TCPL's acquisitions and selection process. He informed the Board that in a continued effort to clean up the library's patron database, a purge of over 22,000 library card accounts took place earlier in November. The accounts had a last activity date prior to 2002 and were classified as non-staff patron records with no fees or overdue materials. Finally, Mr. Holman reported the Indiana State Library Diversity Task Force requested a continued existence and will meet again on December 10 to carry on the work of ethnic diversity as it relates to librarianship.

Mrs. Stapleton moved to approve the November 5th, 2007 **Personnel Actions**. Mrs. Hicks seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Personnel Committee chair Janet Stapleton handed out information related to the evaluation of the County Librarian. Mrs. Stapleton made a few comments about the evaluation process and then made a motion to award the County Librarian a cost of labor increase and a merit increase. Mrs. Hicks seconded the motion and it passed.

As **Friends Liaison**, Mrs. Stapleton reported Friend's President Mark Nesbitt resigned and introduced interim President Susan Robey.

Under **Other Reports**, interim Friends President Susan Robey shared information about her background in moving to Lafayette and as a teacher in the Tippecanoe School Corporation. Ms. Robey reported the Friends October book sale brought in \$16,278 including \$325 in memberships. She indicated the upcoming November 30th through December 3rd book sale would be a smaller sale. Finally, Ms. Robey mentioned the Friends needed more time to discuss their preference for potentially using the Stein Building and will review information Mary Schultz gathered at previous meetings.

Also, under **Other Reports**, the County Librarian updated the Board on the Action Plan of the Strategic Plan. Mr. Holman mentioned the need to initiate a process in 2008 for a new plan in 2009, as the current plan will expire in 2008. He indicated there were several items that were not accomplished on the current Action Plan, but with the final action plan being developed in early 2008, incomplete items will be prioritized along with any new items. Board members asked several questions and made comments about the action plan. Topics included the format of the plan, analysis of the information, and gauging the impact of the plan. The Board requested the opportunity to review the "selected priorities" of the action plan and for the county Librarian to identify the priorities carried over into the new plan. Finally, the initiatives of the strategic plan should be

considered in the budget allocations in order to get the “most bang for the bucks”.

Under **Old Business**, Mr. Holman shared the management team’s approach and process in determining recommendations for the Stein Building. He presented three recommendations based on the premise that whatever is ultimately done with the Stein Building, ideally the decision would enable a service gain for TCPL. The three identified recommendations were:

1. Provide more public service space by relocating staff to Stein Building
2. Configure space so that a multi-use space with a large meeting room is possible
3. Consider combination of retail space in conjunction with Friends use

Board members discussed the recommendations and had a few questions as well. The Board reached consensus that the objective to protect the mobile library from severe weather should be separated from long-term plans for the Stein Building. It was suggested a plan for exterior housing for the mobile library be developed that included parking the vehicle alongside the Stein Building. Mr. Withered moved that within 60 days the County Librarian solicit at least 2 architectural firms to design a structure to hold and cover the mobile library. Mrs. Stapleton seconded the motion and the motion passed.

Under **New Business**, Mr. Phillips reported on the noon luncheon meeting of the Art Advisory Committee. He mentioned highlights of the meeting along with the names of all committee members. He shared the meeting agenda and indicated he reminded the committee it served in an advisory role to the Board. Future meetings will be held as needed and likely scheduled after 5 p.m. After a bit of discussion, Mr. Philips moved that the gift acceptance statement be accepted as a Board policy and used for art donation guidelines to TCPL. Board member Brandon Hawkins seconded the motion. The motion passed. Mr. Withered moved the policy include a requirement that each donor sign an acknowledgement stating they received the policy. Mrs. Hicks seconded the motion.

Under **Other Business**, Mr. Hawkins moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 12179 through 12315. The pre-written claims were \$246,871.08 and the regular claims were \$222,148.17 for a grand total of \$469,019.25. Mr. Phillips seconded the motion and it passed.

Under **Comments from the Board**, Mr. Phillips requested the capital projects fund plan be included on the December agenda.

Mrs. Hicks moved to adjourn the regular board meeting at 8:43 p.m. Mr. Hawkins seconded the motion and it carried.

Van Phillips, Secretary

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