

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

November 2, 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, October 2nd, 2008 in conformity with the Indiana Open Meeting Act.

PRESENT:

Dinah McClure, President
Brandon Hawkins, Vice-President
Sarah J. Hicks, Treasurer
Van Phillips, Member
Jerry Withered, Member

ABSENT:

Patricia Garrott, Secretary
Mida Grover, Member

ATTENDING:

Susan Robey, Friends President
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 Pledge of Allegiance.

Mr. Phillips moved the special Board Minutes of September 17th, 2008 adopting the 2009 budgets be approved as presented. Board Treasurer Sarah Hicks seconded the motion and it passed. Mrs. Hicks moved the **Board Minutes** of October 7th, 2008 be accepted as presented. Board Vice President Brandon Hawkins provided a second and the motion passed.

Mr. Holman highlighted a number of items from the **County Librarian's Report**. He reminded the Board of the dinner invitation of the West Lafayette Public Library Board of Trustees at 6:00 p.m. on Thursday, November 13 at the Baja Peninsula. He reported that the Mobile Library plans to participate in the 2009 Christmas parade held in downtown Lafayette. The event takes place during the Dickens of a Christmas weekend in December and offers great visibility for the Mobile Library and its services. As a point of information, Mr. Holman wanted the Board to know TCPL's management team members discussed the utilization of Internet computers in the downtown library and they are considering changes to increase utilization of our limited resources. Finally, Mr.

Holman shared information about the new staff recognition program rolled out on Staff Day in August. Developed by the staff recognition committee, the program incorporated the recognition of outstanding work by the public and other staff in conjunction with TCPL's code of service. Mr. Holman shared details of the program and the documents that guide it. Board members had positive comments about the program. Board member Jerry Withered pointed out the upcoming Foundation Board meeting is scheduled for 7:30 a.m. instead of 6:30 p.m. as indicated on the County Librarian's report.

Mrs. Hicks moved to approve the November 2nd, 2008 **Personnel Actions**. Mr. Phillips seconded the motion and it passed unanimously.

There were no **Committee Reports** during this meeting.

Under **Other Reports**, Friends President Susan Robey shared the dates of the upcoming book sale on December 5 – 8. Also, she indicated the book sale committee already confirmed the book sale dates for 2009.

Also, under **Other Reports**, Mr. Holman presented the final 2008 report on the Action Plan of the TCPL's strategic plan. Mr. Holman highlighted the progress on specific initiatives since May 2008, especially some of the concrete achievements involving technology. Also, Mr. Holman mentioned the numerous adult programs held to promote literacy. During the report, Mr. Phillips requested information on the new downloadable audio books program being provided by OverDrive.

Under the heading of **Old Business**, Mr. Holman updated the Board on staff efforts associated with developing a recommendation to reflect the new smoking ordinance for public facilities instituted by the Lafayette City Council on September 1, 2008. Management Team held discussions and department heads solicited input from staff. Various factors were considered and a solution was sought that would take into account library users and current staff. It was agreed that a system approach was necessary and that a well-developed communication plan to inform library customers of any changes is important for consistent application of a new policy. The following two options were offered for Board consideration: 1) No smoking at least 30 feet from any entrance plus under any building overhangs. This would include no smoking signs by the handicapped parking spaces. 2) A property wide smoking ban implemented on a delayed basis.

Board members had a number of questions and comments about the recommendations including how each option would be implemented. Mr. Withered moved to implement a system wide policy prohibiting tobacco use effective July 1, 2009. Mr. Phillips seconded the motion and it passed. Also, Mr. Phillips suggested purchasing additional smoking urns and placing them around the property until the policy took effect. Several Board

members commented that “non-smoking policies” were very widespread and the new policy decision shouldn’t be too much of a surprise. Mr. Holman indicated the library would engage a “smoking cessation program” for staff members who smoked.

Under **New Business**, the County Librarian shared a document showing the planned expenditures and detailed revenue to fund the renovation. Mr. Holman requested the Board formally approve using a portion of the final distribution from the Anna Akley estate to help fund the youth renovation project. Mrs. Hicks moved to approve using \$29,000 from the Anna Akley estate to assist in funding the downtown youth room renovation. Mr. Phillips provided a second and the motion passed.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 13935 through 14072. The pre-written claims were \$343,486.43 and the regular claims were \$231,917.99 for a grand total of \$575,404.42. Mr. Phillips seconded the motion and it passed.

There were no **Comments from the Public**.

Under **Comments from the Board**, Mr. Phillips encouraged each Board member to take time to drive by the property near Old 231 so a determination of interest could be made. Mr. Phillips is volunteering to meet with the landowner once he knows the Board’s interest. On a different note, Mr. Withered indicated the Board’s Nominating Committee would meet before the next scheduled meeting.

Mr. Phillips moved to adjourn the regular board meeting at 8:25 p.m. Mrs. Hicks seconded the motion and it carried.

Sarah J. Hicks, Treasurer

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