

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
August 1st, 2006, 7:30 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 Thursday, July 27th, 2006 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
Prella McBride, Member

ABSENT:

Brandon Hawkins, Member

ATTENDING:

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Tina Flook, Friends President
Gina Quattrocchi, WLF1 TV-18

Board President Patricia Garrott chaired the regular Board meeting and called it to order at approximately 7:30 p.m. A quorum was declared to conduct business for the library. Prior to the Board meeting, a work session was held at 6:30 p.m. to review the library district's geographical boundaries and contemplate areas of the county where future branches might be placed.

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

Board Secretary Van Phillips moved the **Board Minutes** of July 6th, 2006 be accepted as presented. Mrs. Stapleton 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 on maintenance based meetings between Ivy Tech and TCPL personnel. The meetings, which focused on the resolution of minor building issues, were very productive. He shared TCPL's management team discussed "managing change" as it relates to organizational communication. Mr. Holman mentioned Marina Neal is coordinating a review of TCPL signage for library customers and staff work areas in both buildings. The objective is to make sure printed messages are

consistent in look, style, font and color. Finally Mr. Holman reviewed the August 9th TCPL Staff Day agenda with Board members. He went into detail about the speaker, the mental illness training topics, the mystery game and prizes, and staff coordination of the event.

Mrs. Stapleton moved to approve the August 1st, 2006 **Personnel Actions**. Board member Prella McBride seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Jerry Withered updated the Board on west branch construction. He was in communications with Tom Walter of Link Management who indicated Hamstra, Inc. was doing very well with the construction. Mr. Withered reported the foundation walls were complete and “stubbing in the plumbing” was taking place. Pouring the concrete slab was the next major task. Regarding the Stein Building, Mr. Withered shared that quotes for enlarging the opening for the Alabama Street doors were expected by September 1st. Also, specifications for replacing the roof of the Stein Building were being completed and should be out for bid in September. Finance Committee chair, Dinah McClure, reported the committee had met twice to discuss the 2007 Operating Budget and the information being presented was the product of a month of discussion and analysis. Ms. McClure stated the committee plans to meet and discuss the future use of the Rainy Day Fund. Personnel Committee Chair, Janet Stapleton, reported the committee had met. She presented a written report summarizing topics being discussed by committee members. Topics included developing and creating a Human Resources position and a Collection Manager position. Also, consideration was being given to outsourcing payroll. Finally, the committee intends to consider engaging a consultant for the wage and benefit study.

Under **Other Reports**, Friends President Teena Flook reported on a successful July book sale which made over \$20,000. Ms. Flook acknowledged the participation of two TCPL Board members and her appreciation of their involvement showing their support of the book sale. She indicated the next book sale would have a sports theme. Ms. Flook shared the Friends Board would have a Board Leadership retreat on August 19th to work on teamwork and pull together the policies and procedures of the Friends. She acknowledged receipt of the letter from Mrs. Garrott requesting a \$50,000 donation to the construction cost of the west branch. Finally Ms. Flook offered her thanks on identifying the “no parking” space in front of the garage door of the storage building on Alabama Street when the parking lot was re-striped.

Also, under **Other Reports**, Board President Pat Garrott reported on the meeting held July 20th in Battleground that she and the County Librarian attended. Battleground residents are seeking ways to improve library services in their area. Mrs. Garrott indicated there was a good

discussion with good ideas contributed around the table. Information was shared on use of the mobile library by area children and a request made to consider relocating the mobile library stop in battleground. Local residents will work on increased awareness of mobile library services to their community and additional discussions may take place in the future.

Also, under **Other Reports**, the Board reviewed a draft of the 2007 Operating Budget. The County Librarian shared a summary of budget changes and commented on substantial changes in each category. A document showing actual operating expenditures over the past five years was shared with the Board. The County Librarian mentioned about nine months of west branch operations was included in the budget. Board members asked several questions and a few comments made.

There was no **Old Business** to consider.

Under **New Business**, Board members reviewed a document showing the 2007 budget advertisement. After agreeing on a date to hold the public hearing, Mr. Phillips made a motion to approve the 2007 tax rates and tax levy for advertisement in local newspapers. Ms. McClure provided a second and the motion passed.

Under **Other Business**, Ms. McClure moved to approve **Claims** 10255 to 10350 totaling \$471,528.45 including the pre-written claims numbered 10237 to 10254 totaling \$171,536.38 for a grand total of \$643,064.83. Mrs. Stapleton seconded the motion and it passed unanimously.

Under **Board Comments**, Mr. Withered presented a \$25,000 check from the Tippecanoe County Public Library Foundation. The contribution was in response to the Board President's request for support of the west branch construction. It was the first gift made directly to the library. Also, President Garrott inquired if any Board member had a concern about deleting "Expansion Partnerships" from the Board's agenda page under Committee Reports. The Board agreed to delete this committee designation.

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

Van Phillips, Secretary

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