

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
February 7th, 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, February 2nd, 2006, in conformity with the Indiana Open Meeting Act.

PRESENT:

Pat Garrott, President
Janet Stapleton, Vice President
Dinah McClure, Treasurer
Van Phillips, Secretary
Brandon Hawkins, Member
Prella McBride, Member
Jerry Withered, Member

ABSENT:

ATTENDING:

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Teena Flook, Friends President
Marisa Albrecht, Head Circulation Librarian

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

Assistant County Librarian Amy Paget led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dinah McClure moved the **Board Minutes** of January 3rd, 2006 be accepted as presented. Board Secretary Van Phillips 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 TCPL circulation and automation staff members were working on the implementation of email notification of materials placed on hold for library customers. Staff members are already utilizing this function and implementation for library customers is expected in the spring. TCPL will host the community wide reading program this summer. The programming staff working on this project will continue to use the One Great Read name and excitement is building about

taking the lead in this community event that encourages reading. Finally, Mr. Holman mentioned the new collaboration of staff resources at the campus library, as Ivy Tech staff members will now participate in the “Who’s in Charge” responsibilities at campus.

Mr. Phillips moved to approve the February 7th, 2006 **Personnel Actions**. Board Vice-President Janet Stapleton seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, as chair of the Finance Committee, Ms. McClure reported \$2.25 million dollars of the bond money was used to purchase a 7-month certificate of deposit. With a 4.5% interest rate compounded daily, the CD will likely generate over \$59,000. As Foundation Liaison, Mr. Withered reported the Foundation Board included a “wish list” in their annual appeal letter with positive inquires and direct contributions for the west branch already received. Methods are being used to make sure larger items on the list do not sell twice. Mr. Withered indicated a preference to make sure funds donated for the west branch would be used for the project and not stay in the Foundation’s endowment. The Hockerman family, who lost two children in an automobile accident in 2005, committed to a \$25,000 donation. Mr. Withered would like the Board to consider naming the meeting room in honor of the donors of the land for the west branch. He is checking further for naming preference by the donors and will report back to the Board. Mr. Phillips reminded the Board about Jim Andrews’ commitment to donate a fireplace for the new branch. For the Facilities Committee, Mr. Withered indicated a meeting was scheduled with the Troyer Group on February 14th, and Troyer staff should present an update on the west branch construction activity at the Board’s March meeting. As the Friends Liaison, Ms. McClure mentioned the Friends are “whipping their office are into shape” installing new office furniture and new computers. She reported that for the March book sale, the Friends are increasing their prices from \$1 to \$2 for their Monday bag sale. This is the first increase in sale prices in many years. Also, she reported the Friends inquired about insurance coverage for their new purchases and staff confirmed the Friends are listed as additional insured on TCPL’s insurance policies. A directive was given to include the Foundation as an additional insured on TCPL’s policy.

Under **Other Reports**, Friends President Teena Flook mentioned the Friends had been curious about the insurance information and appreciated knowing there is coverage for their new purchases. Most of their furniture is installed and TCPL’s automation staff was very helpful in getting Friends computers set up. Ms. Flook reported the theme for the next book sale is “Spruce Up For Spring” with a silent auction display and more than a thousand comic books incorporated into the sale. Records are included as well and will be sold twice a year and the Friends intend to have a garage sale with some of their surplus furniture. Finally, Teena shared the Friends

continue to work on their policies and procedures with a new policy on author visits being developed.

The County Librarian presented summary information about the annual Indiana State Library report. The majority of the annual report was completed online, signed by the Board president, and submitted by the deadline. Mr. Holman commented on a number of items including registered borrowers, program attendance, and PLAC loans.

Under **Old Business**, the Board held a discussion about financial criteria for naming spaces, buildings, or other assets. Mr. Withered conducted informal inquiries about naming opportunities with two individual donors and expected to report back with further information. Mr. Withered moved to name the adult area of the west branch in honor of Anna Akeley who recently donated a substantial amount of money to TCPL. Mrs. McBride seconded the motion and it passed. Mr. Phillips mentioned he preferred the Board's naming approach be fairly informal without specific amounts and that the Board should be careful about using business names to identify TCPL buildings. Board consensus indicated all naming possibilities and opportunities should come to the Board for approval.

Under **New Business**, Ms. McClure moved to approve the list of outstanding and unpaid checks as voided effective February 28, 2006. Mr. Phillips seconded the motion and it carried. Board suggestions included checking on outstanding checks associated with staff members and to send a registered letter to the bank on the list to verify the check should be voided. Also, Mr. Phillips suggested a way to handle this annual activity in future years. Regarding the surplus list presented to the Board, Mr. Phillips made a motion to approve the list of Surplus Items as presented. Board member Brandon Hawkins provided a second and the motion passed.

Ms. McClure moved to approve **Claims** 9421 to 9555 totaling \$209,456.57 including the pre-written claims numbered 9407 to 9420 totaling \$2,433,281.36 for a grand total of \$2,642,737.93. Mrs. Stapleton seconded the motion and it passed unanimously.

Under **Comments From the Board**, Mr. Phillips welcomed Marisa Albrecht as the new Head Circulation Librarian. Also, he announced David Byers was elected president of the County Council and informed the Board of the council's new juvenile center project. Ms. McClure commented on her attendance at the Chamber of Commerce Third House program. She mentioned the sessions were very interesting, educational, and a short discussion on property tax legislation was very beneficial. She highly recommended other Board members consider attending.

Mrs. Stapleton moved to adjourn the regular Board meeting at 8:40p.m. Mr. Phillips seconded the motion and it carried.

Van Phillips, Secretary

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