

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
January 3rd, 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, December 29<sup>th</sup>, 2005, 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

**ABSENT:**

Prella McBride, Member  
Jerry Withered, Member

**ATTENDING:**

Jos N. Holman, County Librarian  
Teena Flook, Friends President

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.

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

Mrs. Garrott welcomed and introduced Mr. Brandon Hawkins to the Board. Mr. Hawkins shared a bit of information about his personal life, professional background and his interest in working with the Board.

Board Treasurer Dinah McClure moved the **Board Minutes** of December 6<sup>th</sup>, 2005 be accepted as presented. Board Secretary Van Phillips provided a second and the motion passed. Mr. Phillips moved the minutes of December 19<sup>th</sup>, 2005 be accepted as presented. Board Vice President Janet Stapleton seconded the motion and it passed.

The County Librarian, Jos N. Holman, highlighted a few items from the **County Librarian's Report**. Mr. Holman reported TCPL had "officially closed" on selling bonds for construction of the west branch and received the \$2,450,000 proceeds from the sale. He requested the Finance Committee consider investment of this money until major construction costs are incurred. Mr. Holman passed out binders with printed copies of the Indiana Library Laws and In the Public Trust, both publications of the Indiana State Library. He mentioned TCPL staff and management team were working on the 2006 action plan of the new strategic plan. A sample of the anticipated format was shared with the Board. Mrs. Garrott indicated a progress report of the action plan will be presented in May and November of 2006. Mr. Holman reported the TCPL Foundation's annual year-end appeal already received 95 gifts totaling over \$8,300. The donations successfully recouped the initial \$3,300 expense for the preparation and mailing of the appeal. Mr. Holman reported the I.R.S. 2006 mileage rate reimbursement was set at \$.44 per mile. With TCPL's policy to reimburse mileage at the established IRS rate, the new rate will be effective immediately. Finally, Mr. Holman indicated a membership would be purchased for the Chamber of Commerce Third House program that meets on Saturday mornings when the state legislature is in session. He inquired if the Board was interested in a second membership being purchased so Board members could choose to attend as well. Members of the Board were in favor of the suggestion and Mr. Holman indicated he would send out the Saturday dates.

Regarding **Communications**, the County Librarian reported TCPL received correspondence from WLFI-TV 18 requesting meeting notification of all TCPL Board meetings including executive sessions for the 2006 calendar. It is the only written request TCPL has received.

Ms. McClure moved to approve the January 3<sup>rd</sup>, 2006 **Personnel Actions**. Mrs. Stapleton seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, no official committee reports were made. Mrs. Garrott indicated new committee assignments were almost completed and she shared chairs of the standing committees. Upon completion, a list of the committees would be shared with each Board member.

Under **Other Reports**, Friends President Teena Flook extended personal thanks to the Board for naming the new smaller meeting room the Friends Conference Room. Ms. Flook indicated the Friends members were very appreciative and honored by the recognition. Also, Ms. Flook mentioned the Friends were relocating their office space in the basement area. New computers and office furniture is being purchased and the new setup is expected to be complete in mid January.

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

Under **New Business**, Mr. Phillips moved to approve August 9<sup>th</sup>, 2006 as TCPL Staff Development Day. Mrs. Stapleton seconded the motion and it passed.

Under **Other Business**, Ms. McClure moved to adjourn the regular Board meeting and convene as the Board of Finance. Mrs. Stapleton seconded the motion and it passed. In order to complete the yearly tasks associated with TCPL Finances. Mrs. Stapleton moved to elect Ms. McClure as President and Mr. Phillips as Secretary of the Board of Finance. Mr. Phillips provided a second and the motion passed.

Mr. Phillips moved the Board re-affirm TCPL's Investment Policy as reviewed. Mrs. Stapleton seconded the motion and the motion carried.

Mr. Phillips moved and Ms. McClure seconded the Board approve Chase, Community Savings, and Lafayette Bank & Trust as designated depositories for receipt of the library's funds in 2006. The motion passed.

Mrs. Stapleton made the motion to approve the Journal & Courier and the Lafayette Leader as publishers of TCPL's legal advertisements in 2006. Board member Brandon Hawkins provided a second and the motion passed.

Mrs. Stapleton moved to request advance tax draws from the County Auditor for the 2006 fiscal year. Ms. McClure seconded the motion and it passed.

Ms. McClure moved the Board of Finance meeting be adjourned and the regular Board meeting resumed to conclude the business of the Board. Mr. Phillips provided a second and the motion passed.

Ms. McClure moved to approve **Claims** 9313 to 9406 totaling \$431,048.38. Mr. Phillips seconded the motion and it passed unanimously.

Under **Comments From the Board**, Mr. Phillips commented on the positive support of the Friends of TCPL and on a reciprocal basis, the Board feels as appreciative of the Friends as Ms. Flook stated earlier how the Friends appreciated the Board. Also, Mr. Phillips mentioned he was pleased with the construction estimate received from Tom Walter of Link Management after Mr. Walter reviewed the west branch design plans. The estimate is lower than the estimate presented by the Troyer Group.

Mr. Phillips moved to adjourn the regular Board meeting at 8:35 p.m. Ms. McClure seconded the motion and it carried.

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Van Phillips, Secretary

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