

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 6th, 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, June 29, 2006 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Prella McBride, Member

ATTENDING:

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Mary Schultz, Friends Book Sale Co-Chair
Adele Needham, Friends Member
Gina Quattrocchi, WLF1 TV-18

Board President Pat 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.

Board Vice President Janet Stapleton led the Board in reciting the Pledge of Allegiance.

Board Secretary Van Phillips moved the **Board Minutes** of June 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 mentioned a reinstatement of "phone pick-up" service for library users who call the library to have a particular item set aside for pick-up on the same day. This service will provide an opportunity for convenience and a "value added" approach in providing library service. Mr. Holman reported a request for proposals for the "opening day collection" of library materials for the west branch has been sent to four vendors. Ideally, the library will develop a relationship with a vendor who will select, acquire, process, and store about 80 percent of the books for the west branch open. In a correction, Mr. Holman pointed out the property tax for the Stein building was incorrectly reported last

month. Each installment is approximately \$1870 instead of the \$263 previously reported. Finally, as part of the County Librarian's report, Mrs. Garrott reported on a future meeting with Battleground residents who requested a meeting to discuss library services in their area. The meeting is scheduled for Thursday, July 20th and Mrs. Garrott will present a summary to the board at its next meeting. Mr. Withered inquired about the Stein building and the progress on the bidding process for getting the roof repaired. Mr. Holman responded though contact was made with KJG Architecture everything was not in place yet to move forward.

Mrs. Stapleton moved to approve the July 6th, 2006 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Jerry Withered reported on construction activity at the west branch. Mr. Withered stated construction was moving along well with "footers being poured" and dirt being moved. He indicated the Board would review brick samples after the meeting. Mr. Phillips mentioned the approach the committee wanted to take in repairing the Stein building roof and the need to have this work done to secure the library's investment. Discussion took place regarding using KJG to work on bid specifications and for the public bidding process. Mr. Holman was directed to coordinate work with KJG with the goal of having bids at the Board's September meeting. Mr. Holman will update the Board at the August meeting.

Finance Committee chair, Dinah McClure, presented information about the west branch project costs and funding. She reviewed the construction costs and funding dollars available including use of about 30 percent of the Rainy Day fund. Also, Ms. McClure reported the Finance Committee would meet on July 11th to review and discuss a 2007 draft operating budget.

Under **Other Reports**, Friends book sale co-chair, Mary Schultz shared specific information about the upcoming book sale, July 7-10. Mrs. Schultz mentioned the sale had a record number of books including lots of children's books and VHS tapes in addition to law library donations. Also, for this book sale, the Friends ran public service announcements with an advertisement campaign seeking book donations. As usual books will sell for half-price on Sunday and \$2 a bag on Monday. Mrs. Garrott took the opportunity at the end of Mrs. Schultz's report to recognize Friends member Adele Needham who won the Sophie Misner award for distinguished service.

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

Under **New Business**, the County Librarian presented a document showing the 2007 budget process and timeline. Mr. Holman reviewed the

importance of key steps in the process and reminded the Board of a second meeting in September to adopt the budget.

The Board reviewed the Joint Library Board Shared Operating Costs Agreement that combines the cost of salary and benefits, supplies, and debt services for each institution and divides those costs in half. Mr. Withered moved to approve the Shared Operating Costs agreement as prepared. Mr. Phillips provided a second and the motion passed. Though she was elected chair of the Joint Library Board, Mrs. Stapleton's term ends in 2006. Mr. Phillips moved to re-appoint Mrs. Stapleton to the Joint Library Board of the campus library for the 2006-2009 terms. Ms. McClure seconded the motion and it passed.

Under **Other Business**, Ms. McClure moved to approve **Claims** 10114 to 10236 totaling \$248,696.70 including the pre-written claims numbered 10093 to 10113 totaling \$593,915.73 for a grand total of \$842,612.43. Mr. Hawkins seconded the motion and it passed unanimously.

Under **Board Comments**, Mrs. Garrott read a thank you letter from Don and Lois Stein in acknowledgement of the Stein building being named for them. Also, Mrs. Garrott mentioned the strategic plan included objectives about determining future branch sites and that she was interested in discussing this topic in relation to maps provided by the Area Plan commission. She inquired about meeting at 6:30 p.m. on August 1st to discuss locations and potential sites for future branches of TCPL. The Board agreed to meet at that time.

Mrs. Stapleton moved to adjourn the regular Board meeting at 8:10 p.m. Ms. McClure seconded the motion and it carried.

After Adjournment, the Board discussed and decided on red brick for the west branch and suggested that "gray mortar, not white" be used with the brick. Also, Mr. Phillips suggested a further discussion of the elevation and look of the fireplace take place in the near future.

Van Phillips, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.