

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
March 7<sup>th</sup>, 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, March 2<sup>nd</sup>, 2006, in conformity with the Indiana Open Meeting Act.

**PRESENT:**

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

**ABSENT:**

Pat Garrott, President  
Prella McBride, Member

**ATTENDING:**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Teena Flook, Friends President  
Jan Cartwright, Friends Member

Board Vice-President Janet Stapleton 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 Member Jerry Withered led the Board in reciting the Pledge of Allegiance.

Board Secretary Van Phillips moved the **Board Minutes** of February 7<sup>th</sup>, 2006 be accepted as presented. Board Treasurer Dinah McClure 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 pointed out the annual conference of the Indiana Library Federation is scheduled for April 11-13 and that a Trustees Issues forum and lunch takes place Thursday, April 13. He encouraged Board members to consider attending. He mentioned new chairs and tables were purchased for the Friends Conference room and two new INFOCUS video projection units for both meeting rooms as well. The Friends of TCPL provided funds for both purchases. Mr. Holman commented on several staff members wrapping up activities associated with the downtown renovation. This included water fountains in the lobby, additional

Tipcat terminals being setup, and copies of the Building Use Policy being placed in both lobbies. Finally, he shared information about the finish board for the west branch. The Board members reviewed the staff selections for the carpet, paint, ceramic tile, wood grains, etc. and shared their reactions. It was suggested the County Librarian review the carpet color for the children's area and consider if all the colors would match well as presented.

Mr. Phillips moved to approve the March 7<sup>th</sup>, 2006 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mr. Withered reported for the Facilities Committee. He shared the construction documents were being completed and would be reviewed by Link Management. The documents would go out to bid by March 17<sup>th</sup> and bids are expected to be due by April 11<sup>th</sup>. As chair of the Finance Committee, Ms. McClure reported that per the committee's discussion in January, the Department of Local Government Finance officially notified TCPL the 2006 Operating Budget would be reduced. Now with written communication and verification with the DLGF, two budget lines were reduced with just under \$63,000 in total changes. Mr. Phillips moved to approve the changes to the budget as presented by the Board Treasurer. Mr. Hawkins provided a second and the motion passed. As Friends liaison, Ms. McClure reported the Friends committee worked on their bylaws and recommended changes regarding term limits for officers.

Under **Other Reports**, Friends President Teena Flook mentioned the Friends had a successful book sale making over \$20,000. She mentioned the change made in the Friends bylaws related to terms of Board members being extended to six years. Also, Teena introduced Jan Cartwright, the sorting room chairperson. Mrs. Cartwright shared information about the set-up and operation of the sorting room and its volunteers. She gave statistics on the number of people and hours involved in the sorting process and shared anecdotal stories about the online book sales. Finally, Mrs. Cartwright acknowledged the Friends gratitude for their "new space" in the basement and that the change was a great decision for the work of the Friends.

Under **Old Business**, Mr. Withered reported he had a discussion with Don and Lois Stein as a follow-up to the naming of the Gray building. The Steins agreed to have the building named after them. Mr. Withered moved the Gray building be officially named the Donald and Lois Stein Community Building. Ms. McClure seconded the motion and it passes. Mr. Withered mentioned Mr. Stein offered to help in the renovation of the building. Mr. Withered suggested a plaque be considered for the front of the building and plans would need to be developed for the use of the building. Mr. Withered then turned the Board's attention to the naming of the meeting room in the west branch. Mr. Withered mentioned that John Scheumann and Derrin

Sorenson would be pleased to have the meeting room named after Tempest Homes. Mr. Withered moved to name the meeting room the Tempest Homes Community Room. Ms. McClure provided a second and the motion passed.

Under **New Business**, Mr. Withered commented on the success of using Link Management in the renovation project at the downtown library. He shared Link Management sent a proposal to serve as the owner's representative in the construction of the west branch. The proposal included a cost estimate of 3-4 percent of the project and is expected to be between \$60,000 and \$80,000. Mr. Withered moved to hire Link Management to represent TCPL on the west branch project. Mr. Hawkins seconded the motion and it passed. Mr. Withered pointed out that if the west branch construction documents and bids stay on schedule as planned, a groundbreaking ceremony should be held sometime in the month of May. He suggested the County Librarian develop a plan for the groundbreaking and present it at the April Board Meeting.

Under **Other Business**, Ms. McClure moved to approve **Claims** 9576 to 9696 totaling \$195,916.17 including the pre-written claims numbered 9556 to 9575 totaling \$137,695.79 for a grand total of \$333,611.96. Mr. Phillips seconded the motion and it passed unanimously.

Mr. Phillips remarked that with the renovation changes at the downtown library, more care should be given to the Alabama street entrance, including the trash can at the front door entry way. The Board scheduled a special meeting for 6:00 p.m. on April 12<sup>th</sup> to award the bid for the west branch and approve the contract.

Mrs. Stapleton moved to adjourn the regular Board meeting at 8:18 p.m. Mr. Phillips seconded the motion and it carried.

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Van Phillips, Secretary

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