

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
October 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, September 28th, 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
Brandon Hawkins, Member

ABSENT:

Prella McBride, Member

ATTENDING:

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

President Patricia Garrott chaired the regular meeting and called it to order at approximately 7:30 p.m. A quorum was declared to conduct business for the library.

Board member Janet Stapleton led the Board in reciting the Pledge of Allegiance.

Board Secretary Van Phillips moved the **Board Minutes** of September 5th, 2006 be accepted as presented. Board Treasurer Dinah McClure provided a second and the motion passed. Mr. Phillips also moved the Board minutes of September 20th, 2006. Mrs. Stapleton seconded the motion and it passed as well.

The County Librarian, Jos N. Holman, highlighted a few items from the **County Librarian's Report**. Before he started, Mrs. Garrott pointed out Mr. Holman had been appointed to the 2008 Randolph Caldecott that selects the best picture book of the year. Mr. Holman continued his report by identifying a typo related to the next meeting of the Joint Board for the campus library; October 9th, not the 13th, is the correct date. Next, Mr. Holman relayed a formal application was made to Lilly Tippecanoe Laboratories to request a \$20,000 contribution toward the construction of

the west branch. Also, he reported several TCPL Circulation staff leaders will attend a training titled “Dealing with Difficult People”, being sponsored by INCOLSA in Indianapolis. In response to a question asked the previous month, Mr. Holman reported there are 28,000 miles on the truck purchased in 2002, and used by Outreach with the mobile library. Mr. Phillips suggested TCPL forward the buyout information for the Ford truck to the Finance Committee. Finally, Mr. Holman referenced the collaborative opportunity TCPL had in working with Purdue University Libraries on a high profile author visit. TCPL was able to distribute tickets for prominent author Amy Tan’s, October 19th, community presentation.

Mrs. Stapleton moved to approve the October 3rd, 2006 **Personnel Actions**. Mr. Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Jerry Withered brought another set of pictures to update the Board about the progress of construction at the west branch. He made several comments about the pictures and indicated the construction activity continued to go very well. Upon completing his report, Mr. Withered asked how things were going with the roof replacement of the Stein building. The County Librarian stated there was a snag in the project; primarily related to a couple of concerns by the winning contractor. John Carone of Central Roofing was concerned about an asbestos report that suggested the roof might need to be removed with remediation. This and a few other concerns needed further review and discussion by both the library and the contractor. After several questions and comments by Board members and Mr. Holman, it was decided to try to work with the contractor to keep the project going. Mr. Phillips moved to authorize the Facilities Committee and Mr. Holman to work out the details with the contractor as long as the dollar amounts did not substantially increase. If there were a substantial increase in the cost of the project, the topic would come back to the full Board for a decision. Mr. Withered seconded the motion and it passed. Finance Committee chair, Dinah McClure, indicated she didn’t have a report, but would have comments under New business.

Under **Other Reports**, Friends President, Teena Flook mentioned the most recent book sale fared very well bringing in over \$20,000. Also, she reported the Friends...

Head Circulation Librarian, Marisa Albrecht, made a presentation on several recommendations related to circulation processes and customer service. After considerable review of the recommendations by the management team, the County Librarian wanted to make sure the Board was fully aware of services related to the recommendations. Mrs. Albrecht started with key indicators related to circulation and then shared background information about why the changes were being reviewed. She highlighted a number of the changes including blocking delinquent patrons

accounts in 28 days, reducing the total number of items that can be checked out from 100 to 75, increasing the limit of fiction videos from 5 to 10, and reducing the checkout period for fiction videos from 14 days to 7 days. Mrs. Albrecht emphasized a staged implementation of these changes would take place. The Board was very receptive of the report.

Under the heading of **Old Business**, the County Librarian updated the Board on the results of public bidding for the furniture package for the west branch. Sally Anglemyer of the Troyer Group coordinated the bid opening and after tabulating the bids, provided a recommendation of which bids to accept for the furniture and shelving for the new building. After discussing the recommendations, Mr. Phillips moved to accept the recommendations with add alternates 1, 2, and 7, with one deduct alternate 4, if library staff approved the replacement furniture offered by the low bidder. The estimated total was \$205,222. Ms. McClure provided a second and the motion passed. Mr. Holman asked if the Board wanted all new furniture or was agreeable to having refinished sturdy tables and chairs no longer being used at the downtown library. The Board was supportive of reusing existing tables and chairs at a cost savings to the library.

Under **New Business**, Ms. McClure, the Finance Committee Chair led a discussion on the use of the Rainy Day Fund. She shared its original designation authorized by Board resolution and suggested an additional phrase "building maintenance and repair" be added to the purpose of the fund. Ms. McClure moved to revise the Rainy Day Fund with one change so it states, ...do hereby establish a Rainy Day Fund for the purpose(s) of furnishings, fixtures, equipment, and building repair and maintenance in a Tippecanoe County Public Library facility. Mrs. Stapleton seconded the motion and it passed.

Also, under **Other Business**, Mrs. McClure moved to approve claims numbered 10485 to 10608 totaling \$385,629.51 including the prewritten claims numbered 10485 to 10498 totaling \$159,920.32 for a grand total of \$545,549.83. Mrs. Stapleton seconded the motion and it passed.

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

Van Phillips, Secretary

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