

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
September 5, 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, August 31, 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  
Prella McBride, Member  
Brandon Hawkins, Member

**ATTENDING:**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Mark Nesbitt, Friends Vice-President  
Adele Needham, Friends Member

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

Prior to the regular meeting, a **Public Hearing** on the 2007 budgets was held at 7:00 p.m. No one from the public was in attendance. The meeting was adjourned at 7:11 p.m.

Board member Prella McBride led the Board in reciting the Pledge of Allegiance.

Board Secretary Van Phillips moved the **Board Minutes** of August 1st, 2006 be accepted as presented. Mr. Hawkins provided a second and the motion passed. By consensus, the Board agreed to revise the August 1<sup>st</sup> minutes by deleting a sentence in the section under Other Reports. The sentence referred to the materials collection as it related to a percentage of the operating budget.

The County Librarian, Jos N. Holman, highlighted a few items from the **County Librarian's Report**. Mr. Holman began by stating the campus library now has professionally installed decal type signage on the front doors of the campus library. Hours for the downtown library and the website address is included. He mentioned five TCPL staff members

volunteered to attend the September 11<sup>th</sup>, “Eyes on Diversity” activity hosted by the Diversity Round Table of Vision 2020. He shared TCPL’s management team will attend a leadership and team building training in Indianapolis on Thursday, September 28<sup>th</sup>. Attending this training is expected to lead to shared development and perspectives among TCPL department heads. Finally, Mr. Holman updated the Board on the three formal quotes/cost estimates to enlarge the Alabama Street door opening of the Stein building. After presenting information about the recommendation from Facilities Manager Michael Hixson, Mr. Holman indicated he was prepared to accept the quote from Dimensional Builders. By consensus, Mr. Holman was directed to continue moving forward on this project.

Mrs. Stapleton moved to approve the September 5<sup>th</sup>, 2006 **Personnel Actions**. Board Vice-President Dinah McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Jerry Withered commented construction on the west branch was moving along without a hitch. He showed pictures of the construction site and stages of the building. Mr. Withered reported KJG Architecture finalized specifications for the Stein Building roof replacement and the Facilities Committee expected to make a recommendation at the September 20<sup>th</sup> special meeting. He requested the County Librarian check on any lesser known bidders with Tom Walter of Link Management. Finance Committee chair, Dinah McClure, reported the committee had met during August to consider reinvestment of the funds from the general obligation bond. The certificate of deposit originally purchased at \$2.25 million dollars had matured with \$58,909 in interest. After reviewing interest rates from local institutions and estimated billing amounts from Hamstra Inc. through December 2006, the committee agreed on an investment strategy. The committee decided to invest \$1 million dollars in a 3 month CD at 5.14% interest compounded daily with an anticipated yield over \$13,000.

Under **Other Reports**, Friends Vice President Mark Nesbitt reported the Friends board discussed the TCPL request of \$50,000 in financial support for construction of the west branch. The Friends approved the request and will provided a \$50,000 gift to TCPL. Mr. Nesbitt mentioned the July book sale grossed \$20,000, the next sale would be October 13-16, 2006, and donations were steadily coming in. Finally, he shared the Friends had a good Board leadership retreat on August 19 and made decisions regarding the priorities and future direction of the Friends.

Under the heading of **Old Business**, the County Librarian reviewed a January 2005 decision to approve changes related to entry-level jobs in the Circulation Department. Though the changes, related to job duties and hourly pay, had been implemented, an oversight by the County Librarian kept the revised job descriptions from being approved in a reasonable time

frame. Mr. Holman requested rectifying this situation before TCPL begins staffing the west branch. Mr. Phillips moved to approve the revised Circulation job descriptions as presented. Vice President Janet Stapleton seconded the motion and it was approved. Mr. Phillips suggested rethinking the level of TCPL staff members accepting payment for customer bills and giving out refunds as reflected in the new job descriptions.

Under **New Business**, the County Librarian updated the Board on the progress of selecting furniture for the west branch. Working with Sally Anglemyer of the Troyer Group, a final draft of the furniture bid package was being developed. With a primary goal to get the furniture ordered before the end of the year and avoid automatic price increases, legal requirements for public bidding must be immediately addressed. The County Librarian requested approval to place the “notice to bidders” in local newspapers to utilize the timeline recommended by Mrs. Anglemyer. Approval of the furniture bid package would come at a later date. Mr. Phillips moved to approve advertising the notice for the furniture bid package when the Troyer Group finalizes it. Mrs. McClure provided a second and the motion passed. Mr. Phillips recommended developing a minimum list and ideal list of furniture needed to service the building in light of the available funding.

Also, under **Other Business**, the County Librarian inquired if the Board is interested in having an interior dedication plaque for the west branch and if so, what information should be on the plaque. By consensus the Board agreed to have a plaque and discussed specific designations on the plaque. The Board preferred the plaque design be simple and TCPL’s logo be included on the plaque. Also, Ms. McClure moved to approve **Claims** 10369 to 10484 totaling \$390,170.91 including the pre-written claims numbered 10351 to 10368 totaling \$162,625.21 for a grand total of \$552,796.12. Mrs. Stapleton seconded the motion and it passed.

Under **Comments from the Board**, Mr. Withered brought up work associated with the Stein building. He inquired about the plans for the garage doors on the Sixth Street side of the building, especially in light of the Alabama Street doors being replaced. By assent, the Board agreed to and requested the County Librarian have the doors scraped and painted.

Mrs. McClure moved to adjourn the regular Board meeting at 8:25p.m. Mrs. Stapleton seconded the motion and it carried.

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Van Phillips, Secretary

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