

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
December 6<sup>th</sup>, 2005, 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 1<sup>st</sup>, 2005, in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Van Phillips, President  
Dinah McClure, Vice President  
Pat Garrott, Treasurer  
Janet Stapleton, Member  
Prella McBride, Member

**ABSENT:**

Juan Lewis, Secretary  
Jerry Withered, Member

**ATTENDING:**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Teena Flook, Friends President  
John Gambs, Board Attorney  
Various members of TCPL Staff

Earlier at 7:00 p.m. TCPL Board and staff members attended a holiday reception in the library's meeting rooms. Also, in honor of the financial support of the McAllister Foundation and the Friends of TCPL, new plaques were hung and acknowledged by representatives of the Friends, members of the Board, Amy Paget, and the County Librarian.

Board President Van Phillips 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.

Staff members Carol Stults and Neal Starkey led in reciting the Pledge of Allegiance.

Six TCPL staff members were recognized for their length of service to TCPL. Barbara Chandik, Lee Stoltz, Sarah Brown, Valerie Colvin, Neal

Starkey, and Carol Stults were given a new nametag and gift certificate to acknowledge their accomplishment.

Board Treasurer Pat Garrott moved the **Board Minutes** of November 1<sup>st</sup>, 2005 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 reported the Social Committee would host the "after holiday" dinner on Saturday, January 14<sup>th</sup>, 2006. Paid for by the Friends of TCPL this is an excellent opportunity to spend leisurely time with other staff members along with members of the Friends Board of Directors as well. He reported TCPL's website now has a link to highlight construction activities of the west branch. A copy of the schematic design is included along with a few "branch facts" and more information will be added as it becomes available. Finally, Mr. Holman pointed out 35 TCPL volunteers were recently "thanked" for their commitment and work on behalf of TCPL with a \$10 gift certificate for local movie theatres.

Board member Prella McBride moved to approve the December 6<sup>th</sup>, 2005 **Personnel Actions**. Vice President Dinah McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Personnel Committee Chair Prella McBride indicated her report would come under the heading of New Business. Finance chair Pat Garrott reported paperwork for the new bonds was almost complete. Hilliard Lyons purchased the bonds at an interest rate of 4.22 percent. As part of the bond information attorney John Gambs indicated a few actions needed to be taken by the Board to finalize the bond activity. Mrs. Garrott moved to award the sale of the bonds to Hilliard Lyons, confirm advertisement of the bond sale notice in local newspapers, and certify that all Board meetings related to the sale of the bonds were held according to the Open Door laws of the state of Indiana. Mrs. McBride provided a second and the motion passed. The actual money from the new bonds should be on deposit with TCPL on December 22<sup>nd</sup>, 2005. Also, Mrs. Garrott shared TCPL received four responses to the request for a new commercial insurance package. Completed written proposals were received from MBAH Insurance, Underwood Insurance, Mitchell Agency, and the Henriott Group. The committee will meet to discuss the proposals and make a recommendation to the full Board at its next meeting. In the absence of Facilities Committee Chair, Jerry Withered, Van Phillips updated the Board on the architectural design for the west branch. Mr. Phillips mentioned the schematic design phase was completed and the next step was to complete the design development phase. Then TCPL would look at the cost estimates for the building and go forward with construction documents. Mr. Phillips introduced Bill Ponko who made a presentation on behalf of the Troyer Group. Mr. Ponko indicated his firm would be working

on construction documents, which should be prepared by the end of March. He commented on the site plan, elevation drawings, and changes since the Board last met. Dormers were added to the design, the fireplace had an optional location, and final toilet counts were needed for the restrooms. Mr. Phillips made a few comments about the “cut-in” off Lindberg Road and suggested the portico have TCPL’s logo etched in the top of it. Also, Mr. Phillips suggested waiting to look at the cut sheets until Mr. Withered could review them as well. Mr. Ponko presented a document with a construction estimate that included “add alternates”. The estimated cost was \$2,704,750 with the contingency included. Mr. Phillips recommended the Board accept the report and the Facilities committee would meet to discuss the options presented by Mr. Ponko. Also, he indicated a request to provide a cost estimate would be made to Tom Walter with Link Management as well.

Friends President Tina Flook was in attendance but was not available to present a **Friends** report. The County Librarian shared the Friends made over \$13,000 at their December holiday book sale.

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

Under **New Business**, Mrs. Garrott moved to approve the 2006 Board meeting dates with the suggested changes for July and November. Mrs. Stapleton seconded the motion and it passed. Mrs. Stapleton moved to approve the list of Library Closed Days for 2006. Mrs. McBride provided a second and the motion passed. Mrs. McBride commented on the Board’s consideration of the cost of labor adjustment for 2006 and indicated a merit increase would continue to be part of the 2006 compensation package. She moved to approve a 2 percent cost of labor adjustment for 2006 effective January 1<sup>st</sup>, 2006. Mrs. Garrott seconded the motion and it passed. Mrs. McBride moved to approve the 2006 Salary Ordinance Resolution as presented. Vice President McClure provided a second and the motion passed.

Under **Other Business**, the Board decided to meet on December 19<sup>th</sup>, 2006 at 5:00 p.m. to take action on year-end financial matters.

Under **Comments from the Board**, Mr. Phillips commented on the last year as Board President. He stated it was a good year for TCPL and the Board worked hard and got quite a bit accomplished. He highlighted some of the year’s accomplishments and mentioned he was glad to serve as Board President during this time.

Mrs. Garrott moved to approve **Claims** 9172 to 9299 totaling \$232,571.16 including the pre-written claims numbered 9150 to 9171 totaling \$163,677.32 for a grand total of \$396,248.48. Mrs. Stapleton seconded the motion and it passed unanimously.

Mrs. Garrott moved to adjourn the regular Board meeting at 8:55 p.m. Mrs. Stapleton seconded the motion and it carried.

---

Dinah McClure, Vice President

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.