

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
February 1, 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, January 27, 2005, in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Van Phillips, President  
Dinah McClure, Vice President  
Juan Lewis, Secretary  
Pat Garrott, Treasurer  
Janet Stapleton, Member  
Jerry Withered, Member  
Prella McBride, Member

**ABSENT:**

**ALSO ATTENDING:**

Jos N. Holman, County Librarian  
Nancy Mancing, Friends President  
Amy Paget, Assistant County Librarian

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

To begin the meeting, Board member Prella McBride was asked to lead the Pledge of Allegiance.

Board Vice-President Dinah McClure moved the **Board Minutes** of January 4th, 2005 be accepted as presented. Board Secretary Juan Lewis provided a second and the motion passed.

The County Librarian highlighted a few items from the **County Librarian's Report**. Mr. Holman commented on the recent luncheon activity held to recognize the efforts of 29 volunteers who spent almost 2400 hours of time volunteering for TCPL. Vice President McClure attended the luncheon on behalf of the Board President. Also, Mr. Holman mentioned the pre-bid meeting for the renovation of the downtown library was scheduled for February 4<sup>th</sup>, 2005 at 1:00 p.m. Finally, it was noted and commented on by Mr. Phillips that the board received a "note of thanks" from retiring Ivy

Tech Chancellor Betty Doversberger acknowledging the plaque presented to her by TCPL.

Mrs. McBride made a motion to approve the February 1<sup>st</sup>, 2005 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

Under the Heading of **Committee Reports**, Facilities Committee chair, Jerry Withered announced the bid documents for the downtown renovation would be received and opened at a public meeting on February 15<sup>th</sup>, 2005. He anticipated a recommendation of the lowest and most responsive bidder would be made at the March 1<sup>st</sup> board meeting. Also, Mr. Withered mentioned the committee had interviewed the architects for the “branch west of the river” and individually, committee members had visited and looked at several buildings designed by different architects. Finally, he noted the Finance Committee was working on various options to finance the renovation of the downtown facility and the new branch.

For the Finance Committee, chair Pat Garrott reported that financing for the renovation of the downtown library at 627 South Street would come from existing funds. The primary source of funds would come from the Library Improvement and Reserve Fund. Also, efforts are being made to seek financial support from external sources. Right now, the Finance Committee estimated a budget of approximately \$758,000 for the project.

After a bit of discussion, it was decided to change the time of the public meeting for opening construction bids from 2:00 p.m. on February 15<sup>th</sup> to 5:00 p.m. the same day. Potential bidders who already acquired construction documents would be notified of the 5:00 p.m. change. After the Board receives the bids, the Board would hold an Executive Session to discuss the acquisition and financing of real estate.

In her report, Friends President Nancy Mancing mentioned the next Friends book sale would be held March 5-8<sup>th</sup>. The theme for the book sale is “Books in Bloom”. Also, Mrs. Mancing acknowledged a letter she received from TCPL Board President Van Phillips requesting financial support of the renovation. Mrs. Mancing intended to forward a copy of the letter to each Board member of the Friends.

Under **Old Business**, Mr. Phillips reported the construction documents for the downtown renovation had been completed by K.R. Montgomery and Associates and reviewed by Link Management. Mr. Withered moved for approval of the construction documents to release for public bids. Board Secretary Juan Lewis seconded the motion and it passed. Mrs. Garrott moved that the Board allocate \$758,000 to finance the construction aspect of the renovation and it be used as the budget for the base bid. Mrs. McBride provided a second and the motion passed.

Under **New Business**, Mrs. Stapleton made a motion to close TCPL on Wednesday, August 10<sup>th</sup>, 2005 for the annual staff day activities. Mrs. McBride seconded the motion and it passed. Mrs. Garrott moved to approve the transfer of \$300,000 from the 2004 Operating Budget into the existing Rainy Day Fund. Ms. McClure provided a second and the motion passed. Ms. McClure made the motion to approve the 2005 Salary Ordinance Resolution as presented. Mrs. Garrott provided a second and this motion passed. Mrs. Garrott moved to dissolve TCPL's Petty Cash Fund and transfer the \$200 into the Operating Fund. Ms. McClure seconded this motion and the Board passed it. Mrs. Garrott made a motion to approve removing the list of outstanding checks as presented. Mrs. Stapleton supported the motion by providing a second and this motion passed

Board treasurer Pat Garrott moved to approve claims number 7754 to 7883 totaling \$190,668.74 including the pre-written claims numbered 7884 to 7889 totaling \$33,095.65 for a grand total of \$223,764.39. The motion was seconded by Mr. Lewis and it passed unanimously.

Mr. Lewis moved to adjourn the meeting at 8:02 p.m.

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Juan Lewis, Secretary

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