

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
June 7<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, June 2<sup>nd</sup>, 2005, in conformity with the Indiana Open Meeting Act.

**PRESENT:**

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

**ABSENT:**

Jerry Withered, Member

**ATTENDING:**

Jos N. Holman, County Librarian  
Teena Flook, Friends President  
Amy Paget, Assistant County Librarian  
Richard Treptow, Umbaugh and Associates  
Lauren Crowner, WLF1 TV 18 News

Earlier at 6:45 p.m. the Board gathered for a continuing education session. The Board discussed the final draft of the new long range plan. Many positive comments were made including the plan was well formatted, well scripted, and the objectives were clearly stated. Also, it was stated the benchmarks for goals were concrete and the opportunity for assessment seemed apparent. A couple of suggestions were noted in relation to the Executive Summary section and Goal Six. Also, a different formatting structure is desired. TCPL Administration will make changes as directed by Board members who sat on the planning team and send out a copy of the plan.

Board President Van Phillips chaired the regular Board meeting and called it to order at approximately 7:40 p.m. A quorum was declared to conduct business for the library.

To begin the meeting, TCPL Board Secretary Juan Lewis was asked to lead the Pledge of Allegiance.

Board Treasurer Pat Garrott moved the **Board Minutes** of May 3<sup>rd</sup>, 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 reported TCPL's department heads had several discussions about the aspects of internal communication in the library. A questionnaire was designed to ascertain communication challenges, levels, successes, and barriers among staff and departments. Additional activities exploring the topic of communication among staff will take place. Also, Mr. Holman mentioned Amy Paget figured out a statistical report that allows TCPL to know the circulation numbers for each Mobile Library stop. Mr. Holman indicated the Finance Manager and he attended a budget workshop and learned that Indiana Code 6-1.1-17-20 was amended stating "a library's fiscal body is the same as the fiscal body that has authority over the library's Capital Projects plan." Mr. Lewis mentioned observing the County Librarian volunteering in the community at the YWCA Strawberry Festival.

Board member Prella McBride made a motion to approve the June 7<sup>th</sup>, 2005 **Personnel Actions**. Board member Janet Stapleton seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mr. Phillips reported for the Facilities Committee. He updated the Board on the work related to the Gray building. The doors have not been replaced, but progress is being made with the replacement of the electricity and the roof repairs. Also, he mentioned short and long term use of the Gray building are still being considered. The Facilities Committee met with architects from the Troyer Group and developed a schedule for the West Branch project. Also, a public meeting is being considered on July 12<sup>th</sup> for residents who live in the Lindberg and Klondike area. Mr. Holman shared highlights of the renovation project as requested by board member Jerry Withered. Mrs. Garrott reported for the Finance committee. She mentioned the committee was discussing bond options to finance construction of the West Branch project. She then introduced Richard Treptow of Umbaugh and Associates. Mr. Treptow shared various scenarios related to the amount of money borrowed, length of time for repayment, and the estimated tax rate for local property owners. Also, Mr. Treptow commented on the usual bond process and answered questions from Board members. In relation to Personnel Committee topics from the previous meeting, President Phillips indicated he sent two letters to TCPL staff members on behalf of the Board and copies were given to Board members.

Friends President Teena Flook reported the Friends Board of Directors planned an all day workshop/retreat for Saturday, June 11<sup>th</sup> at Ivy Tech and expected about 20 people to attend. Activities include reviewing the

process and procedures for their operational spending, brainstorming on priorities of the Friends, and conducting their June business meeting. The theme of the day is T.E.A.M., Together Everyone Achieves More. Ms. Flook also shared the Friends had their first official audit in 2004 and had received training on Donor Perfect. Finally, she reported at least two members of the friends will attend the ALA conference in Chicago.

Under the heading of **Old Business** President Phillips asked for a motion to take off the table the Long Range Plan adoption. Mr. Lewis moved and Mrs. Garrott seconded the motion. Mr. Phillips mentioned a review of the new strategic plan occurred in the Continuing Education session, only minor revisions in editing were still needed, and the plan was ready for Board adoption. Mr. Lewis moved the new strategic plan be approved with the aforementioned editorial corrections. Board member Janet Stapleton seconded the motion and it passed unanimously.

Under **New Business**, Mrs. Garrott shared the Joint Board of the Ivy Tech/Tippecanoe County Library approved the agreement for the shared operating costs of the campus library. TCPL's Board needs to approve the document and send a signed copy to Ivy Tech. Mrs. Garrott moved to approve the Shared Operating Costs agreement as presented. Board member Prella McBride provided a second and the motion passed.

Personnel Committee chair Prella McBride reported the committee had reviewed and discussed suggested changes in the Disciplinary Actions section of TCPL's Personnel Code. Mrs. McBride moved approval of the Personnel Code Disciplinary Policy revisions as presented. Vice President McClure seconded the motion and it passed.

The County Librarian reported the City of Lafayette developed a sidewalk improvement project that included property owned by TCPL. The project was through the Neighborhood Action Committee and is being funded with Community Development Block Grant funds. TCPL is responsible for paying a portion of the cost of the work, which amounts to \$3,975. Mrs. Garrott moved to approve entering into a contractual agreement with the City of Lafayette for the Spring 2005 Sidewalk Replacement Project. Mr. Lewis seconded the motion and it passed.

With the purchase of the Gray Building, the building was immediately added to TCPL's property insurance for basic coverage. After completing a commercial building valuation report, Underwood Insurance provided options and cost estimates for specific insurance coverage of the Gray Building. Mrs. Garrott moved to insure the Gray Building for replacement cost. The estimated premium is \$1,300. Ms. McClure provided a second and the motion passed.

In considering financing a new library branch and in order to start the bonding process, the Board must authorize a Preliminary Determination Hearing so it can be properly advertised. Mrs. Garrott moved to authorize a Preliminary Determination Hearing in conjunction with bond financing of a new branch. Mr. Lewis seconded this motion and it passed.

Under **Other Business**, Youth Librarian Melissa Eddy presented highlights of the Summer Reading Club for Board members. She shared the theme for this summer, the number of children and teens who were already registered, what the prizes were, and brochures listing the various programs held during the summer. She mentioned there was good local support and sponsorships for this annual activity. Mr. Phillips asked for a list of the sponsors so he could write a note of appreciation to them.

Also using the **Comments from the Board** section, President Phillips commented on the efforts to complete the new strategic plan and thanked Mr. Lewis for chairing the committee and thanked everyone involved in the work. Also he mentioned the Personnel committee was working on reviewing personnel policies. Mr. Phillips shared the Facilities committee members scheduled a meeting for June 16<sup>th</sup> with staff of the Troyer Group to start the design process of the west branch. Staff members of TCPL will work with Troyer Group staff as well.

Mrs. Garrott moved to approve **Claims** 8351 to 8474 totaling \$407,719.72 including the pre-written claims numbered 8335 to 8350 totaling \$159,307.72 for a grand total of \$567,027.44. Mr. Lewis seconded the motion and it passed unanimously.

Mrs. Stapleton moved to adjourn the meeting at 8:30 p.m. Mr. Lewis seconded the motion and it carried.

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Juan Lewis, Secretary

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