

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

March 1<sup>st</sup>, 2005, 7:35 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, February 24, 2005, in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Van Phillips, President  
Juan Lewis, Secretary  
Pat Garrott, Treasurer  
Jerry Withered, Member

**ABSENT:**

Dinah McClure, Vice President  
Janet Stapleton, Member  
Prella McBride, Member

**ATTENDING:**

Jos N. Holman, County Librarian  
Nancy Mancing, Friends President  
Jane Rhinehart, Friends Foundation

Liaison

Amy Paget, Assistant County Librarian  
Terry Travis, Head Technical Services

Librarian

Board President Van Phillips chaired the meeting and called it to order at approximately 7:35 p.m. A quorum was declared to conduct business for the library.

To begin the meeting, Friends President Nancy Mancing was asked to lead the Pledge of Allegiance.

Board Treasurer Pat Garrott moved the **Board Minutes** of February 1<sup>st</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 mentioned a TCPL System Orientation was held for new staff members employed by the library in the past six months. One four-hour session was held on Friday, February 25<sup>th</sup> and one on Saturday February 26<sup>th</sup>. Also, he shared TCPL has completed the required paperwork to continue participation in the federally supported

Schools and Libraries Universal Service Program. This program allows TCPL to receive substantial discounts on telecommunications services for our facilities. Regarding community activities, as County Librarian he was asked to be the announcer at the annual Spelling Bee for Literacy fundraiser coordinated by the Lafayette Adult Resource Academy on Saturday, February 26<sup>th</sup>. Finally, he indicated Amy Paget and he had met with John Walling and Rita Smith of the North Central Health Services, Inc. to share information about TCPL's future initiatives.

Mrs. Garrott made a motion to approve the March 1<sup>st</sup>, 2005 **Personnel Actions** including recommendations for merit pay. Mr. Lewis seconded the motion and it passed unanimously.

Under the Heading of **Committee Reports**, Long Range Planning Committee chair, Juan Lewis, made a few brief statements regarding the development of the plan. The County Librarian mentioned the Planning Team participants had been recognized with a small gift/award. Also, he mentioned members of the planning team made very positive comments about consultant Ellen Miller's work and efforts in leading the group. A copy of the plan will be sent to absent Board members who should share observations or concerns by email to Mr. Lewis or Mr. Holman and copy to everyone else on the Board. There were no other committee reports.

In her report, Friends President Nancy Mancing reminded the Board about the upcoming Friends book sale and pointed out the special items exhibited in the display case near the meeting room. She mentioned the Friends Annual Meeting would be held Friday, April 8<sup>th</sup> at 6:30 p.m. at Ivy Tech. Also, a new program was being developed in conjunction with the Holiday Inn Select to provide free books to hotel customers for quick or late night reading. Finally, she announced she anticipated leaving for Spain sometime in May and returning in January 2006.

Under **Old Business**, Mr. Withered reported the construction bids had been opened on February 15<sup>th</sup>, 2005 at a public meeting and that J.R. Kelly of Lafayette was the most responsive bidder. Mr. Withered recommended and moved to accept the base bid of J.R. Kelly along with alternates 3-9 for a total of \$693,000. Board Treasurer Pat Garrott seconded the motion and it passed. Also, Mr. Withered recommended the proposed contract be signed by the Board President and approved by the library's attorneys. Finally, he indicated there were a couple of construction items in the basement under consideration by the Facilities committee to negotiate separately with J.R. Kelly.

As Board Treasurer, Mrs. Garrott handed out a memo she requested be written by the County Librarian to show the financial thinking for the immediate projects the Board was working on. After some discussion, Mrs. Garrott moved to use up to \$70,000 of the Rainy Day Funds to provide a total of \$748,000 in renovation dollars for the J.R. Kelly contract including the contingency.

Under **New Business**, Mr. Withered noted the Board should consider the purchase of the Gray Building located at the corner of Alabama and Sixth Street. He mentioned there was the possibility of having a payment schedule which included two payments of \$137,000 in two different years. He shared a few observations about the condition of the property including the concern that a new roof was needed immediately and could cost approximately \$50,000. Also, the building was still in need of quite a bit of cleaning and an estimate would be sought to remove the tanks associated with the hydraulic lifts and/or any other environmental issues. Mr. Withered moved on behalf of the Facilities committee to approve an offer to purchase the Walter L. Gray building with the proviso of having an appraisal letter in hand supporting the value or purchase price of the building before closing on the property. Mrs. Garrott provided a second and the motion passed.

With the motion passed to move forward with the purchase of the Gray Building, Mrs. Garrott moved to inform the Tippecanoe County Council and approach the Department of Local Government Finance for use of the \$132,000 in Capital Projects Funds as an emergency amendment to the 2005 CPF plan. Mr. Lewis seconded the motion and it passed.

Mr. Withered moved to postpone the recommendation of an architect for the branch project until the next meeting because the contract had not been finalized. Mr. Lewis seconded the motion and it passed.

Under **Other Business**, Board Secretary Juan Lewis made an informal presentation on the draft of the new strategic plan. He presented an overview of the plan and went through a few pages to highlight the contents of the plan. Also, Mr. Lewis stated TCPL staff members would produce an action plan to go along with the strategic plan. A few comments were made about the writing style and semantics of the plan. The consensus of the Board was to continue working on the plan, take the needed time to review and agree on it so when the plan was formally adopted it would be complete. Board members were encouraged to review the plan with a focus on the content of the plan.

Board treasurer Pat Garrott moved to approve claims number 7890 to 8013 totaling \$552,048.14 including the pre-written claims numbered 8014 to 8020 totaling \$40,952.58 for a grand total of \$593,000.72. Mr. Lewis seconded the motion and it passed unanimously.

Mr. Withered moved to adjourn the meeting at 8:52 p.m.

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Juan Lewis, Secretary

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