

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 3rd, 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, April 28, 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

ABSENT:

Jerry Withered, Member
Prella McBride, Member

ATTENDING:

Jos N. Holman, County Librarian
Teena Flook, Friends President
Amy Paget, Assistant County Librarian

Earlier at 6:45 p.m. the Board gathered for a continuing education session. The scheduled topic was postponed as the Board informally discussed various leave benefits afforded to different levels of staff members. Board President Van Phillips suggested the Board's Personnel Committee formally review all TCPL paid leave policies. Personnel Committee members mentioned their next meeting was scheduled for May 16th, 2005. Also, Board members visited the Walter Gray Building to become more familiar with how this building might be used as a library resource. Finally, Board members looked inside the meeting rooms to be aware of how the downtown remodeling of this space was shaping up.

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, newly elected Friends President Teena Flook was asked to lead the Pledge of Allegiance.

Board Secretary Juan Lewis moved the **Board Minutes** of April 5th, 2005 be accepted as presented. Board Treasurer Pat Garrott provided a second and the motion passed.

The County Librarian highlighted a few items from the **County Librarian's Report**. Mr. Holman shared that Dave Webb of the McAllister Foundation informed TCPL the board of the McAllister Foundation awarded \$75,000 to TCPL in support of the downtown renovation. This timely gift will help with renovation costs and we are thankful to the McAllister Foundation for their support of our work. Mr. Holman reported a change in the process of issuing new library cards to individuals with unverified addresses. TCPL stopped mailing newly issued library cards to individual residences and instead will mail a postcard to verify addresses of new card applicants. Finally, he mentioned TCPL received a subpoena for the library user of a book related to a criminal investigation. Under the advice of attorney John Gambs, TCPL complied with the subpoena and provided information to the attorney who forwarded it to the appropriate investigating officer. Additionally, President Phillips referred to the note card written by Nancy Mancing thanking the Board for their gift. He shared that he had provided a gift to Mrs. Mancing on behalf of the entire Board acknowledging her two years of leadership with the Friends.

Board member Janet Stapleton made a motion to approve the May 3rd, 2005 **Personnel Actions**. Board Vice-President Dinah McClure seconded the motion and it passed unanimously.

It was noted under the heading of **Communications**, a legal notice was received indicating the Lafayette Common Council adopted Resolution 2006-06 which designates certain real estate owned by Subaru of Indiana Automotive, Inc. as an Economic Revitalization Area.

Under the heading of **Committee Reports**, Board Treasurer Pat Garrott informed the Board that the State Board of Accounts audited the library's 2002 and 2003 financial records. Mrs. Garrott mentioned there were no major items of concern in the audit. There are a few specific items Jos is following up on.

President Phillips mentioned two individual staff requests were sent to him and the Personnel committee would make a recommendation later in the meeting. Also, he suggested the Paid Leave sections of the Personnel Code be reviewed.

Recently elected Friends President Teena Flook reported the Friends really had a "magical evening" at their April 8th annual meeting and considered the evening very successful. More than 112 reservations were received. Ms. Flook mentioned the Friends were still hoping to have a summer book sale maybe the week of July 8th. They are still working on a theme and deciding how many days the sale will cover. Also, she shared a few of her goals for the Friends during her presidency. She expected the Friends would work on written policies and procedures; consider changing their membership database to one system, work on reorganizing the Friends

office, and increasing the number of active members within the membership of over 700 Friends. Teena indicated she would likely bring other Friends members to the monthly Board meeting to share ideas and information.

Under the heading of **Old Business** President Phillips mentioned the bid alternates for the downtown renovation had been negotiated and accepted by TCPL.

Under **New Business**, the County Librarian indicated the Board was required to establish the non-resident fee effective by July 1 of each calendar year. According to IC 20-14-2-8 and IC 20-14-7-1.2, the Library's individual non-resident fee should be equal to the Library's previous year's operating fund expenditure per capita, or \$25, whichever amount is greater. Mrs. Garrott moved the Board establish \$50 as the non-resident fee. Effective July 1, 2005. Mrs. Stapleton provided a second and the motion passed.

With the purchase of the Walter L. Gray Building being based on the use of monies from the 2005 Capital Projects Fund it was determined there was an insufficient balance in the CPF fund. The low balance was due to the June distribution of property tax revenue not yet received. With the Board of Trustees having the authority to make temporary loans from one fund to the other, it was recommended the Board approve a resolution for a temporary loan from the Gift Fund to the Capital Projects Fund. Mrs. Garrott moved to approve the Resolution to Allow a Temporary Loan. Ms. McClure seconded the motion and it passed.

As noted earlier in the meeting, President Phillips mentioned there were two leave requests from individual staff members. Mrs. McClure moved the request dated April 20, 2005 be approved to grant a leave of absence to the TCPL staff member as requested and the request dated April 15, 2005 petitioning the Board President be resolved by reinstating one day of vacation leave to the staff member. Mrs. Stapleton provided a second to this motion and it passed.

President Phillips shared details of an informal proposal by Don Stein of Schnaible Service Supply Company to use the Gray building on a temporary basis from May to August 2005. Mr. Stein had his attorney prepare a one-page agreement, which the Board reviewed. Mrs. McClure moved to approve Don Stein's temporary use of the Gray Building per the written agreement. Mrs. Garrott seconded the motion and the motion passed. Mrs. Stapleton suggested the agreement be formalized a bit more which Mr. Holman will follow-up with.

Under **Other Business**, President Phillips suggested the Personnel Committee review the reappointment of Board members whose terms will expire at the end of 2005. Also, he indicated it would be helpful to have a

category on the agenda listed as "Board Comments". Mr. Holman indicated he would add it to future agendas.

Mrs. Garrott moved to approve **Claims** 8210 to 8334 totaling \$294,237.05 including the pre-written claims numbered 8188 to 8209 totaling \$105,253.22 for a grand total of \$399,490.27. 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.

Juan Lewis, Secretary

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