

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

April 3, 2018

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, March 29, 2018 in conformity with the Indiana Open Meeting Act.

PRESENT:

Lora Goonewardene, President
Gail Summers, Vice-President
Dave Lahr, Treasurer
Dinah McClure, Member

ABSENT:

Stephen Bultinck, Secretary
Mida Grover, Member
Brandon Hawkins, Member

GUESTS

Jos N. Holman, County Librarian

President Lora Goonewardene chaired the regular Board meeting and called it to order at 7:21 p.m. Inclement weather caused the delayed start of the meeting, however a quorum was declared to conduct business for the library.

Board Vice President Gail Summers led the Board in reciting the Pledge of Allegiance.

Mrs. Summers moved the **Board Minutes** of March 6th, 2018 be approved as presented. Board member Dinah McClure provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several items from his report. He reported Monday, May 14th TCPL anticipates rolling out a new service for popular materials. The new service called **QuickPicks** is a collection of additional copies of trending popular library materials (adult fiction and movies) shelved in the media room of the downtown library. Print materials will circulate for seven days while non-print items will circulate for two days. A total of four items can be checked out at one time. Initially, **QuickPicks** copies will be funded through TCPL's annual materials budget and if necessary budgetary adjustments will be made. Mr. Holman mentioned the TCPL annual dinner takes place Saturday, April 21st at 6:30 p.m. at the Columbia Street Ballroom with hors d'oeuvres served prior to dinner. The purpose of the dinner is to show appreciation for the staff, Board members, and the Friends Board for what each group contributes to the success of TCPL. Each staff or Board member may bring one guest to the dinner without cost to the staff or the guest. Mr. Holman reminded the Board, TCPL previously commissioned local artist Bill Knapp to paint a mural for a wall space at the Wyandotte Branch. Knapp decided to use the Dewey Decimal System as the artistic theme and focus of the mural. The project is just about finished and is expected to be installed at the branch during National Library Week, likely the afternoon of Thursday, April 12. This mural is being funded by the Friends

of TCPL. Finally, the County Librarian commented on a program he organized for 2018 as a follow-up to the annual MLK program. On April 4th at 4:30 p.m., TCPL will initiate and lead a sidewalk march to commemorate the 50th anniversary of the death of Dr. Martin Luther King, Jr. The sidewalk march starts at the Hanna Center and ends at the downtown library where a program will showcase several individuals sharing their memories of the day Dr. King died. Also, poetry will be read and a moment of recognition with local church bells ringing will occur at 6:01 p.m., the moment Dr. King was shot.

Mrs. Summers moved to approve the April 3rd, 2018 **Personnel Actions**. Board Treasurer Dave Lahr seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, committee member Dinah McClure reported for the Facilities Committee. Ms. McClure stated the committee met on March 15. She indicated Mike Wylie of The Schneider Corporation joined the committee to discuss various aspects of the South 18th Street site. Wylie commented on where the new branch might be located on the site and possible entrances to the site. He also spoke about two surveys that needed to be done and the estimated cost for the work. The Schneider Corporation quoted the topographic survey at \$9,800 and the ALTA/NSPS survey at \$5,200. He mentioned the land should not have to be subdivided. The next couple of steps involve conducting a Phase 1 Environmental Survey and pursuing rezoning of the site. TCPL has a quote from Alt & Witzig of \$1,750 for the Environmental Survey. With all three surveys being time sensitive related to the land purchase agreement, the Facilities Committee authorized the County Librarian to proceed with engaging the companies for all three surveys. No concerns were brought forward from the Board. With that, Ms. McClure concluded her report.

There were no other **Committee Reports**, though President Goonewardene reviewed and commented on committee assignments for the Board and finalized current year assignments.

With Friends President Frank Niemiec's absence, there was no report of Friends activities under **Other Reports**. The County Librarian used the time to convey the names of the newly elected Friends officers. Janet Bessler will serve as President, Richard Carson as Vice President, Jan Young as Secretary, and Nick Fetchina as Treasurer. These officers start their terms with the Friends board meeting in April.

Under **Other Reports**, the County Librarian reported on statistics from the Indiana State Library's annual report. The stats document was representative of a few key categories of library services. Mr. Holman briefly commented on attendance at programs, collections, services, and visits to the library. The document represents more than 10 years of stats to provide quick insight into programs and services on a system basis. The Board briefly discussed several categories and had several questions and comments. The County Librarian indicated more discussion on specific areas will occur with the 2018 first quarter stats. No action was taken as the topic was informational only.

No **Other Reports** were presented.

There was no **Old Business**.

Under the heading of **New Business**, the Board considered the Letter of Engagement from a local law firm. Reiling, Teder, & Schrier, LLC. represents agencies in rezoning and would coordinate the rezoning petition of the South branch land site. An email quote/proposal from a second local law firm was also considered. The estimated twenty-four acre site must be rezoned from residential to neighborhood business to allow the library to build its South branch. The rezoning activity may take sixty plus days to accomplish. The major differences between the two firms was billing on an hourly basis versus a flat fee. There was also a difference in the collaborative approach from both firms. The Board and the County Librarian were inclined to engage the firm who offered the flat fee. Mr. Lahr moved to accept the informal proposal from Gutwein Law, Inc. to represent TCPL in the rezoning process starting mid-April, 2018. Ms. McClure provided a second to the motion and the motion passed. There was no other **New Business**.

Under the heading of **Other Business**, Mr. Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 27250 through claim number 27322. The County Librarian shared that with the transition from the resigned Financial Controller, there were several unused claim numbers and a co-mingling of the prewritten claims and the regular claims. For the month of April, the Board only needs to consider the grand total of the claims which is \$329,166.11. Ms. McClure seconded the motion and it passed.

Also under Other Business, and on a somewhat somber note, the County Librarian informed the Board of several personal losses associated with TCPL. Immediate past president of the Friends of TCPL, Frank Niemiec passed away the previous Thursday. Also, Steve Bultinck's mother-in-law passed away on yesterday. TCPL Board member Brandon Hawkins' father passed away today.

Mr. Lahr moved to adjourn the regular Board meeting at 8:17 p.m. Mrs. Summers seconded the motion and it carried.

Gail Summers, Vice-President

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