TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 4, 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, November 29, 2018 in conformity with the Indiana Open Meeting Act.

PRESENT:
Gail Summers, Vice-President
Dave Lahr, Treasurer
Dinah McClure, Member
Mida Grover, Member

ABSENT:
Lora Goonewardene, President
Stephen Bultinck, Secretary
Brandon Hawkins, Member

GUESTS
Various staff members
Friends members
Foundation members
Jos N. Holman, County Librarian

Vice President Gail Summers chaired the regular Board meeting and called it to order at 7:07 p.m. A quorum was declared to conduct business for the library.

Prior to the Board meeting, a reception was held for staff and board members. The reception was informal with dessert style refreshments. No official action was taken by Board members.

Board member Dinah McClure led the Board in reciting the Pledge of Allegiance.

Ms. McClure moved the **Board Minutes** of November 5th, 2018 be approved as presented. Board Treasurer Dave Lahr provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman mentioned a couple of items from his report. He shared TCPL received initial invoices for architects, civil engineers and bond counsel working on the South branch and the invoices are included in December's claims. There will be one "big dollar" invoice from Umbaugh and Associates. The initial $45,000 earnest money from the winning bond bid will be used to pay the invoices. Mr. Holman also noted the contract for Kettelhut Construction Inc. (KCI) has been reviewed by attorney Bob Bauman and sent back to KCI for their reaction to his recommended changes. Also, the first bid document review of the South branch architectural plans takes place on Monday, December 3rd and will be coordinated by Project Manager Nate Secrest. Regarding a project sign where the branch will be built, KJG Architecture requested a rendering of the Wyandotte Branch for a suitable graphic. We have yet to find one. The draft sign will be simplified a bit. It will contain the logos of TCPL, Kettelhut, KJG, and Schneider as key partners on the project. Mr. Holman also reported after several weeks of deliberation to consider what is best for the future of TCPL, a new Facilities

Coordinator will start in early December. Courier Dennis Steele is being promoted to fill this vacancy. Dennis interviewed with the original candidate pool. We will plan for a December 10th date for him to start full time. In order to give Dennis time to acclimate to his new position, we will wait until the New Year to find and train a replacement for Dennis. This will allow us to wait for spring weather to train a new Courier. Separately, Dennis will spend several hours over the next 10 days to install the tin ceiling in the Red Crown Mini-Museum. This will help complete the interior office area of the Mini-Museum.

Ms. McClure moved to approve the December 4th, 2018 **Personnel Actions** which included 2018 longevity pay. Board member Mida Grover seconded the motion and it passed unanimously.

Under the guidance of the County Librarian and per tradition, time was set aside to recognize TCPL staff members who served multiple years at the library. Staff members who had 2,5,8,10,20 and 30 years of service were recognized. As part of this longevity recognition, a monetary amount was awarded to each staff member and a new name badge was presented to them. Twenty-two staff members were recognized. Mr. Holman also took a few minutes to recognize outgoing Board member, Dinah McClure. Ms. McClure spent 16 years as a member of TCPL's Board of Trustees. She was recognized with a few gifts including a "book clock" plaque. Ms. McClure expressed her thanks for the gifts and also made positive remarks about TCPL staff and her service on the Board.

Under the heading of **Committee Reports,** Ms. McClure reported for the Nominating Committee. She indicated the committee met by email and a slate of Board officers for fiscal year 2019 has been established by the committee. All nominated officers have been contacted. Ms. McClure stated the slate is a repeat of offices held last year. The slate will be presented and acted upon under New Business. There were no other committee reports.

Under **Other Reports,** there was no report from the Friends of TCPL.

There was no **Old Business.**

Under the heading of **New Business**, the Board considered a couple of calendar related topics. The Board considered the 2019 Library Closed Days which included scheduled federal holidays. The County Librarian requested the date of October 14th, 2019 be added to the list of dates submitted. The additional date would serve as the 2019 Staff Day. This is a repeat time frame of the 2018 Staff Day that was held last fall. Vice President Summers moved to approve the 2019 Closed Days dates as presented including Columbus Day as the 2019 Staff Day. Ms. McClure seconded the motion and the motion passed. Next, the Board considered the 2019 Board meeting dates using the first Tuesday of the month as a basis for its monthly meetings. The County Librarian noted the first Tuesday in January would be January 1st, New Year's Day. The Board discussed and agreed to meet on Wednesday, January 2nd in addition to meeting on Tuesday, November 5th. Mrs. Summers moved to approve the 2019 Board meeting dates as presented with a 7:00 p.m. start time. Mrs. Grover provided a second and the motion passed.

As a representative of the Nominating committee, Ms. McClure commented on the election of Board officers. She presented the 2019 slate of Board officers as follows: Lora Goonewardene, President, Gail Summers, Vice President, Stephen Bultinck, Secretary, and Dave Lahr, Treasurer. Ms. McClure recommended the slate be approved by acclimation and then moved to "elect by acclimation" the 2019 Board officers as presented. Mrs. Grover seconded the motion and the slate was approved.

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 28022 through claim number 26912. The prewritten claims were $322,904.88 and the regular claims were $283,188.06 for a grand total of $606,092.94. Ms. McClure seconded the motion and it passed.

The County Librarian requested the Board conduct a second December meeting focused on TCPL year-end balances and financial records. Mr. Holman indicated the meeting should take about a half hour and could be started anytime between four and six p.m. It was decided the County Librarian would send out an electronic survey instrument to determine the best time for the meeting.

Prior to adjournment, Ms. McClure was again thanked for her years of service to TCPL.

Mrs. Grover moved to adjourn the regular Board meeting at 8:10 p.m. Ms. McClure seconded the motion and it carried.

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Dave Lahr, Treasurer

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