

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

February 3, 2004, 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 January 29, 2004, in conformity with the Indiana Open Meeting Act.

PRESENT:

Prella McBride, Member  
Van Phillips; President  
Pat Garrott, Treasurer  
Dinah McClure, Secretary  
Jean Stapleton, Member

ABSENT:

Jerry Withered, Member  
Juan Lewis, Vice President

ALSO ATTENDING:

Jos Holman, County Librarian  
Friends President Nancy Mancing  
Amy Paget

President Van Phillips chaired the meeting and called it to order at approximately 7:40 p.m. A quorum was declared to conduct business for the library. Earlier, at 6:45 p.m., as a part of their continuing education series, Board members heard a report from the County Librarian on the state of the library.

TCPL staff member Amy Paget was asked to lead the Pledge of Allegiance.

President Phillips indicated three sets of minutes needed to be approved on the agenda. TCPL Board member Dinah McClure moved the Board minutes of December 2<sup>nd</sup>, 2003 be accepted as presented. Mrs. McBride provided a second and the motion passed. Mrs. McBride moved the Board minutes of the December 17<sup>th</sup>, 2003 Special Meeting. Board treasurer Pat Garrott provided a second and the motion passed. Mrs. Garrott then moved the minutes of January 6<sup>th</sup>, 2004. Mrs. McBride seconded the motion and it passed.

The County Librarian highlighted a few items from the County Librarian's Report. Mr. Holman talked about the Family Read Aloud winter reading program sponsored by a major gift from PEFCU. Also, he reported two new staff recognition programs were put into place, a teamwork award and an anniversary recognition effort. He reminded Board members Mayor Tony Roswarski would be speaking at the library and the library recently renewed most of its commercial insurance policies for 2004.

Board member Prella McBride made a motion to approve the January 6<sup>th</sup>, 2004 Personnel Actions. Mrs. Garrott seconded the motion and it passed unanimously. Also, Board member Dinah McClure moved to approve the February 3<sup>rd</sup>, 2004 Personnel Actions. Mrs. Garrott provided a second and the motion passed.

Under **Committee Reports**, Board President Van Phillips commented on the Capital Projects Fund. He indicated the ideas of the 2005 Capital Projects Plan was warmly received by members of the County Council at their January meeting. President Phillips' desire was to make sure no concerns were raised about the County Council completing two hearings on the plan and he anticipated the plan would be approved at the Council's February meeting. He stated, "It would be great" for Board members to attend this meeting. Also, Mr. Phillips indicated he had spoken with Long Range Plan committee chair Juan Lewis and Mr. Lewis and the County Librarian would work together on a bullet point plan and dateline for a new Long Range Plan. There were no other committee reports, however President Phillips introduced new Board member Janet Stapleton and mentioned her committee appointments.

Friends President Nancy Mancing reported on upcoming Friends activities. The Friends annual dinner will be held from 6:00 to 9:00 p.m. on April 23<sup>rd</sup> in the ballroom of the Holiday Inn Select. Mrs. Mancing indicated they are in contact with First Lady Laura Bush's secretary about the possibility of Mrs. Bush speaking at the annual meeting. The next book sale is scheduled for March 5-8 and the Friends are really looking forward to it. Board President Van Phillips commented on the Friends sponsorship of TCPL's "after holiday" dinner and the success of it. He thanked the Friends for their support of this activity.

Under **Old Business**, Mrs. McBride explained the need to review the election results of the 2004 Board Officers. She indicated a need to amend the elected officers because Mr. Lewis had already served two terms in the Vice-Presidency. Mrs. McBride moved to amend the previous election results by having Dinah McClure serve as Vice-President and Juan Lewis serve as Board Secretary. Board Treasurer Pat Garrott seconded the motion and it carried.

President Phillips indicated the Board would consider the Second Reading of the Capital Projects Fund Plan. He reminded the Board the appropriated dollar amount would stay the same as in 2004 and the plan covered two projects. The 2005 CPF dollars would complete the replacement of the ventilation and heating system and the remaining balance would be used to start remodeling the basement. He anticipated the basement remodel to be a cooperative venture with the Friends. Mrs. McBride moved to approve the resolution to adopt TCPL's 2005 Capital Projects Plan as presented and submit the plan to the Tippecanoe County Council for fiscal body review. Mrs. Garrott seconded the motion and it carried.

There was one item to consider under **New Business**. County Librarian Jos N. Holman shared background information on the recommended changes to TCPL's Building and Property Use Policy. Two sentences focused on eating and drinking in the library were added to the policy. Treasurer Pat Garrott moved to approve the revision of TCPL's Building and Property Use Policy, effective, February 8, 2004. Board member Janet Stapleton provided a second to the motion and it passed.

President Phillips proceeded to the category of **Other Business**. President Phillips suspended the regular meeting and reconvened as the Board of Finance. Mrs. McBride moved to nominate Van Phillips as President of the Board of Finance and Juan Lewis as Secretary and the nominations be closed. Vice-President McClure provided a second and the motion carried.

The County Librarian was asked to make a few comments about TCPL's Investment Policy and the consensus of the Board was to re-affirm the policy as it was currently written. No changes were made.

Vice-President McClure moved to approve the use of Lafayette Bank & Trust, Bank One, and Lafayette Community Savings Bank for receipt of the library's funds in 2004. Mrs. Stapleton seconded the motion and it passed.

Vice-President McClure moved to approve the Journal & Courier and the Lafayette Leader as publishers of TCPL's legal advertisements in 2004. Mrs. McBride provided a second and the motion passed.

Mrs. McBride moved to request advance property tax draws from the County Auditor in 2004. Board treasurer Pat Garrott seconded the motion and it carried.

Also, under **Other Business**, Board treasurer Pat Garrott moved to approve claims number #6032 to 6153 totaling \$220,172.69 including the pre-written claims numbered 6155 to 6165 totaling \$61,731.25. The motion was seconded by Prella McBride and it passed.

There being no further business, President Phillips adjourned the meeting at 8:20 pm.

---

Pat Garrott, Treasurer

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.