

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 6, 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 Thursday, July 1st, 2004, in conformity with the Indiana Open Meeting Act.

PRESENT:

Van Phillips; President
Pat Garrott, Treasurer
Janet Stapleton, Member
Jerry Withered, Member
Prella McBride, Member

ABSENT:

Dinah McClure, Vice President
Juan Lewis, Secretary

ALSO ATTENDING:

Jos N Holman, County Librarian
Teena Flook, Friends Vice-President
Adele Needham, Friends Member
Amy Paget

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. Earlier, at 6:45 p.m., as a part of the Board's continuing education series, Board members heard a presentation from Facilities Chair Jerry Withered. Mr. Withered reviewed the work of the committee regarding the renovation project. This included the most recent analysis of the schematic design by K.R. Montgomery and Associates and correspondence between the committee and the architectural firm.

To begin the meeting, TCPL Board Treasurer, Pat Garrott, was asked to lead the Pledge of Allegiance.

Board member Prella McBride moved the Board minutes of June 1st, 2004 be accepted as presented. Board member Janet Stapleton provided a second and the motion passed.

The County Librarian highlighted a few items from the County Librarian's Report. Mr. Holman shared more than 500 music compact discs were given to TCPL as a result of a legal settlement between the state and

large distributors in the music industry. TCPL received good publicity about this activity when the Indiana State Attorney General held a press conference at the library. He informed the Board only three responses were received for construction of the ADA inclined sloping sidewalk at the campus library. One company chose not to submit a quote. Also, an upcoming meeting was scheduled between Ivy Tech and TCPL personnel to update each other on the mechanical systems and other building challenges at campus. Finally, Mr. Holman commented on being appointed to a task force of the children's services division of ALA to work on a one-year campaign promoting library services to children.

Board Treasurer Pat Garrott made a motion to approve the July 6th, 2004 Personnel Actions. Mrs. Stapleton seconded the motion and it passed unanimously. Board President Van Phillips stated he had authored a letter to retiring staff member Winnie Adler, and in the future he believed the Board should recognize in writing any staff member who retires after being at the library a long time.

Under the heading of **Committee Reports**, the Facilities Committee reported it had received a list of the architectural firms who responded to the Request for Qualifications and would be reviewing the submissions it received.

Facilities Chair Jerry Withered moved to accept the recommendations of the Facilities committee regarding the proposed renovations to the downtown library building per Option B in KRM's June 7, 2004 preliminary project budget document and modified by Jerry Withered's June 25, 2004 letter. Mrs. Garrott seconded the motion and it passed. Also, Mr. Withered moved to approve retaining K.R. Montgomery and Associates as architects for the renovation per the terms of KRM's July 5, 2004 letter. Mrs. Garrott provided a second for this motion and it passed as well.

Reporting for the Friends of TCPL, Friends Vice-President Teena Flook introduced Adele Needham who coordinates the activities of each book sale and supervises the Friends sorting room. Mrs. Needham talked about the theme of the upcoming book sale, which is "All-American Book Sale". Red, white, and blue decorations will be placed throughout the library and in the display case. This sale will have twenty-five percent more books than usual and include records. Mrs. Needham anticipates the sale will bring in approximately \$20,000 in proceeds.

Under **Old Business**, the County Librarian mentioned TCPL needed to publish the Capital Projects Fund Notice of Adoption in both local newspapers to meet the request of the Indiana Department of Local Government and Finance.

Under **New Business**, after highlighting the changes discussed at a recent meeting, Board Treasurer Pat Garrott moved to agree with the amendments of the Joint Library Operating Board Bylaws recently approved by the Joint-Use Library board. Mrs. McBride seconded the motion and it passed.

As a point of information, the County Librarian shared a timeline that reflected the 2005 Budget Process and important dates the Board would need to consider. Also, Mr. Holman shared information about correspondence from PERF indicating 5.25 percent would be the Employer Contribution Rate for 2005.

Board President Van Phillips proposed a motion to allow the County Librarian to sign any single action items that had already been approved by the full board. Mrs. Garrott seconded the motion and it passed.

Under **Other Business**, Board Treasurer Pat Garrott moved to approve claims number 6766 to 6908 totaling \$495,846.38 including the prewritten claims numbered 6909 to 6922 totaling \$324,703.59 for a grand claim total of \$820,549.97. Mrs. McBride seconded the motion and it passed.

Mrs. McBride moved to adjourn the meeting at 8:00 p.m.

Pat Garrott, Treasurer

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