

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 7th, 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, September 2, 2004, 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
Jerry Withered, Member
Prella McBride, Member

ABSENT:

ALSO ATTENDING:

Jos N Holman, County Librarian
Nancy Mancing, Friends President
Amy Paget, Assistant County Librarian

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., the Board held an advertised Public Hearing on the 2005 Budget. No members of the public attended the meeting. The county Librarian shared a copy of the completed Operating Budget and provided responses to specific inquiries about budget categories.

To begin the meeting, Friends President Nancy Mancing, was asked to lead the Pledge of Allegiance.

Board member Prella McBride moved the Board minutes of August 3rd, 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 noted the opening of the new library facility of the West Lafayette Public Library had been temporarily delayed and

would occur later in the week. He mentioned INTAC Management Group, LLC had been hired to review the mechanical and electrical systems at the campus library. This is part of an effort to transfer the maintenance responsibility of the campus library to Ivy Tech State College. Also, on the same topic, Mr. Holman mentioned the records documenting the final stages of the campus library construction compiled by Arvil Duley as Clerk of the Works had been retrieved from attorney John Gambs. He reminded the Board of the opening of the Forever Free exhibit and various programs associated with it. Finally, he noted a "Who's in Charge" training was being held for staff members who handled emergencies and other unusual situation in the building.

Mrs. McBride made a motion to approve the September 7th, 2004 Personnel Actions. Vice-President Dinah McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Board Treasurer Pat Garrott reported the Finance Committee's recommendation to "not issue a bond" for the renovation project of the downtown library. She stated the library expects to fund the renovation with a combination of the LIRF and CPF funds, which would be in the 2005 budget. Mrs. Garrott indicated a new bond would be considered with construction of a new branch "west of the river". For the Personnel Committee, Mrs. McBride mentioned the evaluation review process of the County Librarian was completed and the committee met with Mr. Holman. Also, she mentioned the Personnel Committee and the Finance Committee had briefly discussed reviewing all benefits for TCPL staff and would initiate a formal review as part of the 2006 budget process. Board member Jerry Withered reported as chair of the Facilities Committee, he had received a revised schedule for the renovation project and the committee would be meeting on September 21st. Chair Juan Lewis reported for the Long Range Planning Committee and shared he appreciated the efforts of the Committee to keep working during his absence. Mr. Lewis indicated two proposals had been received from consultants and were under review by the LRP committee. He indicated a rubric was needed to evaluate the quality of the proposals and a recommendation might be made to the Board at its October meeting. A timeline to implement the LRP process would be considered, but the committee hoped to provide a draft of the new plan to the Board in December.

Reporting for the Friends of TCPL, Friends President Nancy Mancing attended her first meeting since returning from Spain. She reported on the retreat of the Friends Board held on August 14th and how the group looked at plans for next year. Mrs. Mancing reported the Friends were thrilled with the renovation activity of the basement, had met with the architect, and looked forward to the next step in the project. Also, she mentioned a membership campaign would be a specific focus for the Friends group over

the next few months. The friends currently have about 750 members and set a goal of 1000 members with 470 renewal letters already mailed out. The next book sale is scheduled for early November and the Friends expected to surpass the half million-dollar mark with this sale. Finally, the Friends are working on having the first official audit of their financial records.

Under **New Business**, the Board briefly discussed an amendment to the Operating Agreement for the campus library. The amendment focused on the reconciliation of shared costs for operating the building. The question came up if the agreement should go to the Joint Board first as a matter of procedure because the Joint Board was responsible for administering the Operating Agreement of the campus library. Mr. Withered moved to table the item until the November Board meeting and include it on the November agenda. Mrs. Garrott seconded the motion. Also, Mr. Withered mentioned this would allow discussion of the topic to take place at the October 11, 2004 Joint Board Meeting.

Under **Other Business**, Board treasurer Pat Garrott moved to approve claims number 7070 to 7208 totaling \$252,020.08 including the prewritten claims numbered 7209 to 7219 totaling \$54,285.46 for a grand claim total of \$306,305.54. The motion was seconded by Mrs. McBride and it passed.

Vice-President McClure moved to adjourn the meeting at 8:00 p.m.

Juan Lewis, Secretary

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