

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 7, 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, December 1, 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
Various TCPL Staff Members

Board 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 7:00 p.m., an annual holiday reception was held for TCPL Board and staff members.

To begin the meeting, Carol Stults, Youth Services Department Head was asked to lead the Pledge of Allegiance.

Board member Jerry Withered moved the Board minutes of November 1st, 2004 be accepted as presented. Vice-President Dinah McClure provided a second and the motion passed.

The County Librarian highlighted a few items from the County Librarian's Report. Mr. Holman started out by mentioning TCPL's after holiday dinner scheduled for January 8th, 2005 and handed out invitations to Board members. Also, Mr. Holman pointed out the new contract with Complete Sweep of Lafayette to clean TCPL's parking lot on a bi-weekly basis. Finally, he mentioned retired librarian Winnie Adler agreed to work as a substitute employee in the youth services department.

Under the heading of **Communications**, President Phillips read correspondence from Mr. Robert Miller, which was a note of thanks for the donation made in memory of Fran Miller's recent death. Mrs. Miller was associated with TCPL for more than 25 years in various capacities.

Mrs. McBride made a motion to approve the December 7th, 2004 **Personnel Actions**. Mrs. McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities Committee chair Jerry Withered reported the Facilities Committee would be interviewing architects for the initial design of a "west branch" of TCPL on December 8th and 9th with the possibility of making a recommendation to the full Board in January. Also, he mentioned the committee had received the first set of construction documents from Stuart Godfrey of K.R. Montgomery and Associates. The committee expected to review the documents and recommended the entire Board review the documents as well. It was suggested two additional copies of the documents be obtained and made available for review by all Board members. Mr. Withered moved the Board delegate to the Facilities Committee the responsibility to review the construction documents with authorization to release the documents for public bid after their review. Board Treasurer Pat Garrott seconded the motion and it passed.

Board secretary Juan Lewis reported as chair of the Long Range Planning Committee. Mr. Lewis reported consultant Ellen Miller would return to TCPL on December 16th to conduct Focus Group sessions with local community members. Also, the library was conducting a survey of library customers to acquire a current perspective of library use.

Reporting for the Friends of TCPL, Friends President Nancy Mancing indicated the most recent book sale was successful with almost \$22,000 in sales revenue. She reported the Friends of TCPL had a new brochure, which included a picture of the bookmobile on the cover. Mrs. Mancing provided a copy of the brochure to Board members. Finally, she mentioned the Friends would hold a holiday party on December 14th for Friends members and TCPL staff.

Under **Old Business**, the Nominating Committee stated discussions were held with current officers regarding the election of 2005 Board officers. Mrs. McBride proposed the slate of 2005 nominees would be a repeat of the 2004 officers. Mrs. McBride moved by acclamation the following 2005 Board officers: Van Phillips as Board President, Dinah McClure as Vice-President, Juan Lewis as Secretary, and Pat Garrott as Treasurer. Mr. Withered provided a second and the motion passed unanimously. President Phillips suggested each Board member retain their same committee assignments

during 2005 as well. This met with general approval from the rest of the Board.

Also, Mr. Phillips commented on the memorial service held for Fran Miller and suggested a plaque in recognition of Mrs. Miller's contributions to TCPL be placed somewhere in the library. TCPL's administrative staff will complete this task.

Under **New Business**, Mrs. McBride moved to approve the recommended changes in the Circulation Department effective January 1st, 2005. Vice-President McClure seconded the motion and it passed. The changes include a salary upgrade in Circulation from Clerk to Library Aide I to create more parity among Circulation staff with regard to their job duties and pay. Also, the title of Circulation Supervisor is being changed to Circulation Leader.

Also, under New Business, Board Treasurer Pat Garrott moved to approve the Resolution to Reduce the Current Operating Budget. Mrs. McBride seconded the motion and it passed unanimously. Also, Mrs. Garrott moved to approve the Resolution to Reduce the 2004 Capital Projects Fund Budget. Mr. Withered provided a second and the motion passed unanimously.

Board Secretary Juan Lewis moved to approve the 2005 Board meeting dates as discussed. Mrs. Janet Stapleton seconded the motion and it passed. With no local elections in May of 2005, the Board expects to meet the first Tuesday in May as usual.

Mrs. McClure moved to approve the list of TCPL Closed Days for 2005. Mrs. Garrott seconded the motion and it passed. The change in the listing included being closed on Easter Sunday in 2005.

Board Member Jerry Withered indicated a retirement reception was being held for Betty Doversberger who was retiring as Chancellor of Ivy Tech State College. He suggested something be done to recognize and honor her collaborative work in the development of the Joint Campus Library. With the consensus of the Board, the County Librarian was instructed to complete this task with input from Joint Board chair Pat Garrott, Managing Librarian Leanne York, College Librarian Dennis Lawson, and Assistant County Librarian Amy Paget.

Under **Other Business**, Board treasurer Pat Garrott moved to approve claims number 7474 to 7621 totaling \$252,677.17 including the pre-written claims numbered 7622 to 7634 totaling \$48,128.74 for a grand total of \$300,805.91. Mrs. Stapleton seconded the motion and it passed unanimously.

With the Board's official business being concluded, County Librarian Jos N. Holman proceeded to preside over the recognition of TCPL staff members. Nine staff members were being recognized for working at the library in five-year increments. The list of staff members were:

Liann Cooper	5 years
Annie Stults	5 years
Janet Frye	5 years
Sherri McGlothlin	5 years
Betty Muehl	10 years
Terry Travis	10 years
Jennifer Maguire	15 years
Marsha Lytle	30 years
Bonnie Dye	35 years

Board Treasurer Pat Garrott moved to adjourn the meeting at 8:40 p.m.

Juan Lewis, Secretary

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