

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

July 2, 2019

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, June 27, 2019 in conformity with the Indiana Open Meeting Act.

PRESENT:

Lora Goonewardene, President
Gail Summers, Vice-President
Mary Springer, Member
Mida Grover, Member

ABSENT:

Stephen Bultinck, Secretary
Dave Lahr, Treasurer
Brandon Hawkins, Member

GUESTS

Harry Mohler, Architect
Jos N. Holman, County Librarian

President Lora Goonewardene chaired the regular Board meeting and called it to order at 7:05 p.m. A quorum was declared to conduct business for the library.

Board member Mary Springer led the Board in reciting the Pledge of Allegiance.

Board member Mida Grover moved the **Board Minutes** of June 4th, 2019 be approved as presented. Board member Mary Springer provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three things from his report. He mentioned the Board of Directors of the Community Foundation of Greater Lafayette awarded a Field of Interest grant of \$15,000 to TCPL to help purchase children's materials for the South branch collection. Specifically, the dollars will fund print and non-print "**Early Reader**" books as part of the youth collection at the new branch. The grant funds expire in one year and will be reimbursed with properly submitted receipts. TCPL must work closely with the Community Foundation about any publicity about the grant. Mr. Holman indicated TCPL received its June 30, 2019 settlement from the County Auditor's office earlier than usual this month. Deposits for spring property tax, financial institutions tax, and local income tax were on hand by June 24th. This information was reflected in the revenue portion of the financial report in the Board packet. Finally, Mr. Holman reported during the month of July, TCPL staff members will spend time at two offsite events. Saturday, July 13th is the first event where we have a booth at the *Wabash Riverfest*. Four staff will share shifts at this event. The Tippecanoe Arts Federation's *Gallery Walk* is the second activity. It happens on July 19th during the evening with just two staff members. As part of the interaction with attendees at each event, TCPL recently purchased \$1,200 worth of giveaway items to offer to attendees. These giveaways are being funded by the Friends of TCPL.

Mrs. Grover moved to approve the July 2nd, 2019 **Personnel Actions**. Board Vice President Gail Summers seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under the heading of **Other Reports**, no report was given for the Friends of TCPL.

Also under **Other Reports**, the County Librarian updated Board members on the South Branch construction project. He noted several aspects of the project including comments on the positive relationship and communication between the three key partners, Kettelhut, KJG Architecture, and TCPL. Mr. Holman mentioned the specific progress on the building foundation and walls. Pictures of the project were shared via Mr. Holman's phone. He indicated the overhead trusses and the roof surface are the focus for the next two weeks of work. Mr. Holman stated approximately \$600,000 has been spent thus far on the project with higher invoices expected over the next few months. He also mentioned the estimated interest/dividends accumulated on the South branch bond funds. Finally, Mr. Holman reported the current time line for construction remains on schedule and a potential grand opening could occur during National Library Week in April of 2020.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian reviewed the process TCPL will go through to attain a 2020 budget. Using an outline, Mr. Holman shared the specific steps the Board will go through from developing the budget to adopting next year's budget. Key dates in the process were highlighted along with the current tax rates and levy. Mr. Holman anticipates TCPL will continue to use an Operating budget and a Bond and Interest Redemption Fund budget in 2020. Finally, Mr. Holman indicated the advertisement for the budget will occur through the Department of Local Government Finance Gateway website. Mrs. Grover moved to approve the "Budget Process Outline" as presented. Mrs. Springer provided a second to the motion. The motion passed. Mr. Holman will work with the Board's Finance committee to create a draft of the 2020 budget.

Under the heading of **Other Business**, in the absence of Board Treasurer Dave Lahr, Mrs. Summers moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 28723 through 28810. The prewritten claims were \$640,941.89 and the regular claims were \$365,323.27 for a grand total of \$1,006,265.16. Mrs. Grover seconded the motion and it passed.

Prior to the end of the Board meeting, Mr. Holman commented on the future planning and financing of the renovation of the downtown library. He suggested the activity may be a couple of years away, but planning needs to begin before 2020.

There was no Other Business.

Mrs. Grover moved to adjourn the regular Board meeting at 7:42 p.m. Mrs. Summers seconded the motion and it carried.

Gail Summers, Vice President

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