

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

June 4, 2002, 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 May 30, 2002, in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Jerry Withered, President  
Juan Lewis, Vice-President  
Prella McBride, Member  
Van Phillips, Treasurer  
Pat Garrott

**ABSENT**

Dan Taylor

**ALSO ATTENDING:**

Jos Holman, County Librarian  
Scottie Wallace, Assistant County Librarian  
Jamie Yearly, Administrative Assistant  
Rita Bulington, Friends President  
Tom Yarnall, Facilities Manager  
Staff Members of TCPL

President Jerry Withered called the meeting to order and established that a quorum was present for the conducting of business. Tom Yarnall led the board in the Pledge of Allegiance.

Upon motion by Ms. McBride and second by Mr. Phillips, the Minutes of the May 6, 2002 regular meeting were approved.

A consensus was reached that in the absence of the Board secretary, another officer who is present will be responsible for the minutes.

Mr. Holman highlighted several topics on the County Librarians report. He touched base on the heat issue at the campus library that is due to all A/C units not working properly. The problem is being worked on.

TCPL has chosen to be represented in the printing of the next local map sponsored by the Grater Lafayette Chamber of Commerce. The cost averages \$120.00 year and will be good advertising for the library for the next three years.

Two new copiers for the public's use have been purchased and installed. Two more will also be purchased to replace old ones.

The Financial Information report now has the month to date added. The report reflects that the library has spent 35% of the budget to date.

The possibility exists that there will be a children's literature class to be held sometime in the fall as part of a collaborative effort between TCPL and the Community College of Indiana.

Mr. Holman reminded the Board of the preparation for the 2003 Budget. Mr. Withered suggested the Finance Committee help with compiling the budget so as to get an insight to the library's finances. He suggested that they should meet in July.

Mr. Holman highlighted that staff member Trisha Shively recently completed and graduated from Leadership Lafayette program on May 15<sup>th</sup>.

Ms. McBride reported for Communications, stating the board received a thank you note from the Arthritis Foundation for their donation in memory of Helen Yarnall.

The Facilities Committee agreed to hold a short meeting following the regular Board meeting to discuss the ongoing A/C problem at the campus library. Also, the committee mentioned a letter had been sent to architect Harry Mohler to initiate the "close out" process of campus construction.

Upon motion by Ms. Garrott and second by Ms. Nelson, the personnel actions were approved.

Amy Paget stated that the Foundation Board had a meeting and their financial picture is clear. They have opened a new checking account and purchased a \$40,000 CD. The Board will meet again in mid- July.

Rita Bulington reported for the Friends, stating the Friends book sale raised \$15,833.10. Books were sold out by 6 PM on Monday. The Friends are now looking at developing a new committee for long range planning. The Friends will also be serving free hot dogs on Saturday to help kick off the Summer Reading Club Block Party.

Motioned by Mr. Phillips and second by Mr. Lewis, the Joint Use Library Budget for 2003 was approved.

Mr. Holman led a discussion regarding payroll claims and the board's responsibility in the approval of all claims. It was decided that there would be a payroll claim included with other claims and this is to be certified by Mr. Holman and approved by the board. The exact process will be worked out by the director with the administrative staff.

Mr. Holman suggested a Board Retreat to discuss the role of the Board and how the board works with the director. It was recommended that Mr. Holman put together some dates as to when the board will meet for the retreat. The Board will e-mail Mr. Holman as to suggested topics to discuss.

Mr. Phillips moved, seconded by Ms. Garrott, that Claims #2936 through #3076 in the amount of \$242,956.35. The Claims were unanimously approved for payment.

There being no further business, President Withered adjourned the meeting at 8:25 PM.

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Melissa Nelson, Secretary

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