

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

July 1, 2003, 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 June 26, 2003, in conformity with the Indiana Open Meeting Act.

PRESENT:

Prella McBride, Secretary
Dinah McClure, Member
Juan Lewis, Vice President
Van Phillips, Treasurer
Jerry Withered, President

ABSENT

Dan Taylor
Pat Garrott

ALSO ATTENDING:

Jos Holman, County Librarian
Friends President Nancy Mancing
Amy Paget
Terry Travis
Amy Paget

President Jerry Withered chaired the meeting and called it to order at approximately 7:35pm. A quorum was declared to conduct business for the library.

Friends President Nancy Mancing led the Pledge of Allegiance.

Board Treasurer Van Phillips moved that the Board minutes of June 3, 2003 be accepted as presented. Dinah McClure provided a seconded and the motion passed.

The County Librarian highlighted a few items on the County Librarian's Report. Mr. Holman drew attention to the \$30,000 check received from the Tippecanoe Arts Federation as the final payment of the contractual agreement for the Wells Memorial Library. The money was deposited in the Gift Fund waiting further direction from the Board. Mr. Phillips suggested this topic be referred to the Board Finance Committee. Also, Mr. Holman highlighted the progress made by KRM in the facilities study and indicated a presentation would take place at the August Board meeting. He mentioned a "Who's In Charge" training was scheduled in July for staff members who had responsibility of being in charge of the library to

handle emergencies and other unexpected situations. Mr. Phillips commented that Sheriff Smokey Anderson added TCPL to the list of organizations that would be informed about local emergencies.

Juan Lewis made a motion to approve the July 1st, 2003 Personnel Actions. Board member Dinah McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, several Committees made reports. Reporting for the Personnel Committee, Chair Prella McBride mentioned the committee met and was working on an evaluation instrument for the County Librarian. The committee would be seeking specific reflection by the County Librarian on the key issues from the Board retreat held in February. Also, for the first time, department heads reporting to the County Librarian would have the opportunity to provide input in the evaluation process. The evaluation would be conducted and compiled in July with an Executive Session being held prior to the August 5, 2003 meeting so Board members could discuss the evaluation.

Foundation Liaison Jerry Withered reported the Ad Hoc Committee on Development had met three times. He shared that Prella McBride led the group in looking at the role of the Foundation, its goals, and how the Planning and Development Librarian could best achieve the objectives of the Foundation.

Ms. McBride also reported as Friends Liaison. She made complimentary comments about the number of hours and the numerous activities involved in the Friends book sale. Also, she mentioned the Block Party and the Friends support of that activity. Overall, she thanked the Friends for their hard work on behalf of the library.

President Withered shared that although the Ad Hoc Committee on Parental Controls and Internet Filtering had been inactive, it would have the responsibility to look at the recent Supreme Court ruling on the Children's Internet Protection Act. The County Librarian has requested that Terry Travis compile information regarding various filtering software and the cost associated with considering any filtering options. Jerry will communicate with the chair of the committee and together they will decide how the committee will approach the subject of filtering.

In her report, Friends President Nancy Mancing, reported final numbers for the Friends Spring book sale. Nancy was very happy with the \$16,827.09 they took in. She talked about the Friends involvement with the Block Party and indicated the Friends were delighted to participate in it. The Friends gave away about 300 hot dogs. She added that local donations helped defray the expenses of the Friends in this particular activity. Finally,

she mentioned the Friends anticipated their fall book sale would be a really big sale.

Under **Old Business**, Mr. Phillips indicated the Personnel Committee recently discussed and shared that the County Librarian had not previously received a salary increase or cost of living increase. He moved to approve a 3.8 percent mid-year salary increase effective July 1, 2003. Prella McBride seconded the motion and it was passed. Mr. Phillips indicated in conjunction with the development of the 2004 Operating budget the Finance Committee would examine what salary increase might be recommended in 2004 and share that information with the Personnel Committee.

Under **New Business**, the timeline for the 2004 Budget Process was shared by the County Librarian and reviewed by the board members. Mr. Phillips asked that a date be included to reflect when the Finance Committee would review the preliminary budget because this is a step in the budget process. Also, he suggested August 5th should be included in the timeline as that would be when the Board approves advertising the tax rates and maximum levies in local newspapers.

Board Treasurer Van Phillips moved to approve claims numbered 4948 to 5050 totaling \$218,547.70 including the pre-written claims numbered 5051 to 5067 totaling \$484,839.19. The motion was seconded by Vice-President Lewis and passed.

There being no further business, President Withered adjourned the meeting at 8:15 pm.

Prella McBride, Secretary

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