TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 2, 2014

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 Friday, November 28th, 2014 in conformity with the Indiana Open Meeting Act.

PRESENT:
Dinah McClure, President
Mida Grover, Vice-President
Brandon Hawkins, Secretary
Steve Bultinck, Treasurer

ABSENT:
Gail Summers, Member
Lora Goonewardene, Member

GUESTS
Harry Mohler, Architect
TCPL Staff
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Dinah McClure chaired the regular Board meeting and called it to order at 7:42 p.m. A quorum was declared to conduct business for the library.

Prior to the regular Board meeting, a reception with dessert refreshments was enjoyed by TCPL Board and Staff.

Board Vice President Mida Grover led the Board in reciting the Pledge of Allegiance.

Board member Stephen Bultinck moved the **Board Minutes** of November 3rd, 2014 be approved as presented. Mrs. Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few items from his report. He stated TCPL started another system-wide inventory of its entire materials collection. The inventory involves running several reports in the SIRSI software comparing what is on the shelf to what is in the collection. IPads were purchased to better utilize MobileCirc, a SIRSI module for use away from the CIRC desk. The previous system-wide inventory for print items was completed in the second quarter of 2010. At that time, the downtown building had less than a one percent loss rate. A system-

wide inventory for audiovisual items was completed in the first quarter of 2013. Mr. Holman mentioned that issuance of the 2014 general obligation bond to fund construction of the East branch went rather smoothly. Six companies bid on the bond on November 18 with City Securities Corp. from Indianapolis winning the bid with a 1.49% interest rate and a $34,574 premium added to the bond. The premium is deducted from the interest TCPL will pay. The bond is expected to close on December 8. A $20,000 deposit payment was made into TCPL's bank account. Tens of thousand dollars of invoices associated with the bond issuance will be paid at the second December meeting. Finally, Mr. Holman reported the library's Chevrolet van was involved in an accident on Sunday, November 23. Information is being gathered to determine the condition of the vehicle and insurance proceeds for it. In the meantime, several adjustments are being made regarding the Courier's work flow. Several hundred dollars of library materials were damaged along with lightweight crates used by TCPL staff. For the time being, the older Ford van is being used to transport materials. The Ford van needs some work but is safe to drive. The youth staff of TCPL hosted a very successful author visit on November 6 with author Lisa Campbell Ernst. More than 500 students and adults from various local schools attended a morning, afternoon, and evening session. More than 100 copies of Ms. Ernst books were sold by the Friends during the visit.

Mr. Hawkins moved to approve the December 2nd, 2014 **Personnel Actions.** Mrs. Grover provided a second to the motion and the motion passed.

Next, the County Librarian and President McClure shared the presentation of the 2014 Longevity Recognitions. TCPL staff members were honored for service at TCPL ranging from two to forty-five years. A new name tag and monetary compensation was presented to staff who were present.

Under the heading of the **Committee Reports,** Board Secretary Brandon Hawkins reported for the Facilities Committee. Mr. Hawkins indicated the committee interviewed candidates to serve as "owner's representatives" to protect the interest of TCPL during construction of the east branch. The "owner's rep" will also coordinate the architectural drawings, permit applications, formal bidding for the project, and oversight of the general contractor. The interviews went well. A recommendation is forthcoming under new business. Reporting separately for the Personnel Committee, Mr. Hawkins provided background information to previous actions that revamped the compensation approach for TCPL staff members. Both longevity and performance pay were modified in 2009. Mr. Hawkins also mentioned the reason for doing the compensation study was to find out where the market was in comparable positions at TCPL. When and where to make adjustments to the salary ranges was considered as part of the study. Finally, Mr. Hawkins indicated that an approach to "internal equity" was also considered and that an assessment document with specific criteria was developed to help department heads be involved in this important element of the study. Mr. Hawkins stated

that the estimate to implement the study is about $47,000 and the Personnel committee would develop an implementation recommendation because the study may need to be phased in. Mr. Hawkins suggested a formal recommendation would come under the heading of new business.

Under the heading of **Other Reports,** Friends President Audrey Burghardt reported the Friends were currently working on its proposed budget for 2015. Because of the length of the initial discussion, the budget has yet to be approved, but an approval is expected at the December 16 meeting. Also, the Friends continue to work out the final details of the revision of the bylaws. Finally, Mrs. Burghardt reminded the Board of the upcoming book sale. The Friends have a great quantity of good used books. The sale dates for 2015 have been set.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered several action items including calendar based topics, the wage compensation study, an "owner's representative" and health insurance. The Board considered the 2015 Library Closed Days which included scheduled national holidays. The list submitted did not include the 2015 Staff Day date which will need to be presented at a later date. Mr. Hawkins moved to approve the 2015 Closed Days dates as presented. Mrs. Grover seconded the motion and the motion passed. Next, the Board considered the 2015 Board meeting dates based for its regular meeting on the first Tuesday of the month. The County Librarian mentioned that consideration was given to the spring and fall election events on the first Tuesday of the month. For those Tuesdays, the Board will meet the first Monday of May and November. A brief discussion was held to consider a change in the start time of the meeting. Ultimately, no changes were made and the Board agreed to continue to meet at 7:30 p.m. Mrs. Grover moved to approve the 2015 Board meeting dates with the noted corrections. Mr. Bultinck provided a second and the motion passed.

Continuing under the heading of **New Business,** the Board considered the 2015 health insurance renewal for benefited staff members. The County Librarian reviewed a memo with key aspects of the renewal including costs to the staff and a couple of necessary changes because of the health care reform act. Overall, the increase is just under nine percent and the cost will be divided between the library and the staff. Mr. Hawkins moved the Board approve the renewal of the CIGNA health insurance plan. Mrs. Grover provided a second and the motion passed. Based on the Facilities committee report about interviews for an "owner's representative" to protect TCPL's interest during construction of the east branch, Mr. Hawkins moved to hire Kettlehut, Inc. to perform the role of "owner's rep" for the east branch and that a contract be executed after review by the library's attorney. Mrs. Grover seconded the motion and the motion carried. Based on the Personnel committee's report

about the key aspects of and philosophical approach toward the information contained in the Singer Group Inc. compensation study, Mr. Hawkins moved to accept the Singer Group recommendations for the compensation study and that the committee develop a plan to implement any changes and bring the plan to the full Board. Mr. Bultinck provided a second to the motion and the motion passed.

Under the heading of **Other Business,** Mr. Bultinck moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 22855 through 22939. The prewritten claims totaled $260,554.91 and the regular claims totaled $126,849.85 for a grand total of $387,404.76. Mrs. Grover seconded the motion and the motion passed.

Under **Comments from the Board,** President McClure coordinated the scheduling of the special December Board Meeting.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:30 p.m. Mr. Bultinck seconded the motion and it carried.

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Brandon Hawkins, Secretary

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