

**TIPPECANOE COUNTY PUBLIC LIBRARY**

**REGULAR BOARD MEETING**

627 South Street, Lafayette, Indiana

**December 1<sup>st</sup>, 2015**

**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 Wednesday, November 25, 2015 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Dinah McClure, President  
Brandon Hawkins, Secretary  
Steve Bultinck, Treasurer  
Gail Summers, Member  
Dave Lahr, Member  
Lora Goonewardene, Member

**ABSENT:**

Mida Grover, Vice-President

**GUESTS**

Jessica Teets, Friends President  
Victoria Wacek, Assistant Vice Chancellor for  
Academic Affairs -Ivy Tech Community College  
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 7:32 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 Treasurer Steve Bultinck led the Board in reciting the Pledge of Allegiance.

Board Secretary Brandon Hawkins moved the **Board Minutes** of November 2<sup>nd</sup>, 2015 be approved as presented. Board member Lora Goonewardene 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 reported that over the past month, TCPL conducted a technology survey to gather input from customers using technological resources at the library. As part of "Project Outcome", an initiative of the Public Library Association, TCPL conducted a "digital inclusion" survey. The six question survey was given to individuals who used Portal resources and those who requested one-to-one computer tutorials. Seventy-one people completed the survey so far. Carrie Pedigo coordinated the survey with the assistance of a few other staff members. Mr. Holman mentioned the final

activity slated for the Family Member Center (FMC) is complete. With the acquisition of the StoryCorp equipment, the final element of the FMC was to purchase a stained glass window. Local artist Susan E. DeLong of Kaleidoscope Stained Glass Studio designed and produced a stained glass window to complement the space and purpose of the FMC. The piece was installed on November 20. It is a great artistic addition to the FMC. Finally, Mr. Holman indicated the TCPL Foundation mailed out its annual appeal to more than 8700 potential donors. The appeal focused on raising additional dollars for the East Branch construction activity with a goal of \$15,000. Also, the TCPL Foundation received a \$10,000 grant from the SIA Foundation for the East Branch. \$3000 of the grant will go toward the purchase of new library materials on the subject of sustainability including books, video, magazines, databases and software. The library will use \$7000 of the SIA grant to ensure that the library property is eligible for Certified Wildlife Habitat status with native plantings on branch property. The Foundation board's next meeting is at 7:30 a.m. on Friday, December 4<sup>th</sup>.

Mr. Hawkins moved to approve the December 1<sup>st</sup>, 2015 **Personnel Actions**. Mr. Bultinck provided a second to the motion and the motion passed.

Next, the County Librarian and President McClure shared the presentation of the 2015 Longevity Recognitions. TCPL staff members were honored for service at TCPL ranging from two to twenty years. A new name tag and monetary compensation was presented to staff members who were present. There was a great turnout of TCPL staff who were present. President McClure emphasized the Board's appreciation of the staff for their work and their extended time with TCPL.

Under the heading of **Committee Reports**, in the absence of chair Mida Grover, Mr. Hawkins reported for the Personnel Committee. Mr. Hawkins indicated the committee and the County Librarian met two weeks ago to discuss the health insurance renewal with CIGNA. The committee focused on protecting the quality of the insurance and the objective to pass along minimal increases to participating staff. A recommendation is forthcoming under new business.

Under the heading of **Other Reports**, Friends President Jessica Teets reported the Friends approved their 2016 budget. President Teets indicated there are no significant changes in the budget. The budget includes \$10,000 in scholarships for TCPL staff members pursuing higher education. The Friends cancelled their December meeting as there is no business to conduct. Finally, President Teets reminded the Board of the upcoming book sale from December 4-6.

There was no **Old Business**.

Under the heading of **New Business**, the Board considered several action items including calendar based topics and health insurance. The Board

considered the 2016 Library Closed Days which included scheduled national holidays. The list submitted did not include the 2016 Staff Day date which will need to be presented at a later date. Board member Dave Lahr moved to approve the 2016 Closed Days dates as presented. Mrs. Goonewardene seconded the motion and the motion passed. Next, the Board considered the 2016 Board meeting dates based on a regular monthly 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 May and November. For the May primary, the Board will meet the first Monday in May. No change was made for November. Board member Gail Summers moved to approve the 2016 Board meeting dates as presented. Mrs. Goonewardene provided a second and the motion passed.

Continuing under the heading of **New Business**, the Board considered the 2016 health insurance renewal for benefited staff members. Mr. Hawkins presented information regarding minor changes in the health insurance and the proposed increase for the staff. TCPL enrolled staff members will pay less than a two dollar per month increase. The overall increase to TCPL is 3.3 percent. In negotiating a lower increase, the "stop loss" will increase from \$20,000 to \$25,000 per event. The County Librarian reviewed a memo with key aspects of the renewal including costs to the staff. Mr. Bultinck moved the Board approve the renewal of the CIGNA health insurance plan. Mr. Lahr provided a second 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 24145 through claim number 24247. The prewritten claims totaled \$262,475.23 and the regular claims totaled \$502,105.69 for a grand total of \$764,580.92. Mr. Hawkins seconded the motion and the motion passed.

Under **Comments from the Board**, President McClure coordinated the scheduling of the special December Board meeting. The Board will meet at 5:30 p.m. on Thursday, December 17<sup>th</sup> in the Friends Conference Room.

Mrs. Goonewardene moved to adjourn the regular Board meeting at 8:21 p.m. Mr. Bultinck seconded the motion and it carried.

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Brandon Hawkins, Secretary

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