TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 6, 2016

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, December 1, 2016 in conformity with the Indiana Open Meeting Act.

PRESENT:
Mida Grover, President
Lora Goonewardene, Vice-President
Gail Summers, Secretary
Steve Bultinck, Treasurer
Dave Lahr, Member

ABSENT:
Dinah McClure, Member
Brandon Hawkins, Member

GUESTS
Frank Niemiec, Friends President
Rita Holman
Various Staff and Guests
Amy Paget, Assistant County Librarian
Jos N. Holman, County Librarian

Board President Mida Grover 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 Board meeting, a Board and staff reception was held with several staff members and guests in attendance. Refreshments were served.

Board Vice President Lora Goonewardene led the Board in reciting the Pledge of Allegiance.

Board member Dave Lahr moved the **Board Minutes** of November 1st, 2016 be approved as presented. Mrs. 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 monthly report. Mr. Holman reported the TCPL Foundation officially kicked off its annual appeal with a letter addressed to its donor database. The appeal has a different focus this year as it seeks monetary gifts to support the establishment of an endowment fund invested for the benefit of TCPL. Forty-two gifts have been received thus far. In the past the annual appeal primarily focused on capital campaigns. Also, Mr. Holman mentioned TCPL's Pagemasters Committee recommended a website vendor to redesign the library's website. TCPL's Management Team approved the recommendation and requested the committee begin working with ***Thinkpod***, whose quote was just under $9,000. In concert with design development by ***Thinkpod***, TCPL will also engage the services of a professional photographer to create a portfolio of photographs that can be used on the website and in other marketing activities. In concluding the County Librarians report, President Grover commented on closing out the escrow retainage account for the Wyandotte construction project. She observed it was great that the construction

project ended with a positive cash balance. Mr. Holman indicated he is confident the final reporting will remain unchanged.

Mrs. Goonewardene moved to approve the December 6th, 2016 **Personnel Actions.** Board Treasurer Stephen Bultinck seconded the motion and it passed unanimously.

Per tradition, time was set aside on the agenda to recognize TCPL staff members who served multiple years at the library. Staff members were recognized who had 2, 5, 8, 10, 15, 25 and 30 years of service. As part of this longevity recognition, a monetary amount was awarded to each staff member. Also, a new name badge was presented to staff members. Seventeen staff members were recognized.

Under the heading of **Committee Reports**, there were no reports from the Facilities or Finance committees. Personnel committee chair Gail Summers reported the committee met for a second time to consider renewal of the health insurance package for TCPL staff members. The committee will present a recommendation under the heading of New Business.

Under the heading of **Other Reports,** Friends President Frank Niemiec provided an update on the Friends selection of discarded items from the Campus Library. In total, the Friends collected 28 crates plus 60 boxes of books from the Campus library collection. These items will be integrated into future Friends book sales. Mr. Niemiec also reported on the December book sale. There is an estimated $14,000 in sales with about 250 boxes of books donated to Discovery Books. Mr. Niemiec believes the change in days and time for the Greater Lafayette holiday parade may have adversely impacted foot traffic for the book sale.

There was no **Old Business** to consider.

Under the heading of **New Business,** the Board considered a few calendar based topics. The Board considered the 2017 Library Closed Days which included scheduled federal holidays. The dates submitted included the 2017 Staff Day date of October 9, which is also Columbus Day. This is a major change from having Staff Day in August, which it has been for the past decade or so. The change is based on having more options without needing to consider Ivy Tech's semester schedule. Mr. Bultinck moved to approve the 2017 Closed Days dates as presented. Mrs. Goonewardene seconded the motion and the motion passed. Next, the Board considered the 2017 Board meeting dates based on a regular monthly meeting on the first Tuesday of the month. The County Librarian noted the first Tuesday in July would be July 4th, a day the library will be closed. The Board agreed to meet on July 5th for now with the option to reconsider as the date draws closer. Mrs. Goonewardene moved to approve the 2017 Board meeting dates as presented with the slight revision for the month of July. Mr. Lahr provided a second and the motion passed. The Board reviewed the December Surplus list presented by the County Librarian. The list included a variety of furniture and equipment from the Campus library including desktop computers with monitors. The County Librarian indicated quite a bit of the furniture from the youth area at the Campus Library would be resold by the Friends of TCPL. The County Librarian responded to a few questions regarding categorization of the items as surplus, especially those going to the Friends of TCPL. Mr. Bultinck moved to approve gifting the items listed on the

Surplus list to the Friends of TCPL. Mr. Lahr provided a second to the motion and the motion passed.

Next under the heading of **New Business,** the Board considered the renewal of the library's health insurance policy. Mrs. Summers shared background information the committee deliberated about in making its recommendation. She reported though the committee would stay with Cigna insurance, committee members were concerned about the cost for additional coverage for staff members dependents. The committee reviewed various approaches to make the insurance more affordable. The committee moved toward paying the fixed premium cost for all categories of employee and dependent coverage. Part of this approach included researching and reviewing average claim costs for three years. With that in mind, the committee also considered several options for staff contributions to minimize the additional risk the library will take on. The committee reached consensus that staff members with dependent coverage health insurance will be charged a percentage amount based on actual claim spending for the previous three years. Mrs. Summers pointed out the full Board received a memo showing the difference between the 2016 and 2017 deduction amounts. Finally, Mrs. Summers stated the new approach would make the health insurance plan more affordable for staff members with dependents. Mr. Bultinck moved to approve the committee's recommendation to renew the health insurance policy with CIGNA with the change in staff contribution amounts as presented. Mrs. Goonewardene seconded the motion and the motion passed.

Finally under the heading of **New Business,** the Board briefly considered two agreements pertinent to ending the Operating Agreement with Ivy Tech Community College. The documents were identified as an Intergovernmental and Settlement Agreement and an Escrow Account Agreement. The County Librarian briefly commented on the status of both agreements as conveyed by attorney Jerry Withered. Mr. Bultink also spoke with Mr. Withered to be aware of the nuances of both agreements. Mr. Holman reported the details of the two documents were not completely settled and there is additional work to be done. Specifically, bond counsel and financial consultants need to sign off on the escrow agreements by developing and presenting supporting documents. It is expected everything will be in place over the next 5-10 business days to complete and sign the agreements. Mr. Withered encouraged the Board to designate an officer to sign off on the documents once they are finished. Mr. Bultinck moved to allow the library administration to continue moving forward on this work and appoint a Board officer to sign the finished documents. Mrs. Summers seconded the motion. The motion was amended to appoint the Board treasurer to sign the documents. The vote was taken 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 25500 through claim number 25614. The prewritten claims were $229,017.26 and the regular claims totaled $283,827.92 for a grand total of $512,845.18. Mrs. Summers seconded the motion and it passed.

Under **Comments from the Board,** Mr. Bultinck complimented the Personnel committee on putting together the health insurance recommendation and indicated they did a good job. Mrs. Goonewardene thanked the County Librarian on the work associated with the staff/board reception.

Mrs. Summers moved to adjourn the regular Board meeting at 8:40 p.m. Mr. Lahr seconded the motion and it carried.

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Gail Summers, Secretary

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