TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 4, 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, February 28th, 2014 in conformity with the Indiana Open Meeting Act.

PRESENT:
Dinah McClure, President
Mida Grover, Vice-President
Brandon Hawkins, Secretary
Ed Perez, Treasurer
Gail Summers, Member
Steve Bultinck, Member
Lora Goonewardene, Member

ABSENT:

GUESTS
Audrey Burghardt, Friends President
Harry Mohler, Local Architect
Iris Huang, Purdue Student
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Dinah McClure chaired the regular Board meeting and called it to order at 7:49 p.m. Prior to the regular Board meeting, an Executive Session was held to discuss strategy with respect to the purchase or lease of real property. No action was taken in the Executive Session.

A quorum was declared to conduct business for the library.

Board member Steve Bultinck led the Board in reciting the Pledge of Allegiance.

Board Treasurer Ed Perez moved the **Board Minutes** of February 4th, 2014 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 informational items for the Board. Mr. Holman began by sharing that TCPL department heads fully discussed and reached consensus on scheduling the Friends Conference Room for use as a meeting space for outside groups. With staff use of ***Evanced***, the new online scheduler and

calendar, department heads believe this is the right time for a change that will allow improved public service. Mr. Holman reported the winter weather has impacted TCPL in several ways including the Campus Library being closed for 60.5 hours in January and February. For most of those hours the Downtown Library has remained open. At the Klondike Branch, the drive-up book return has been hampered by snow drifts and was unusable for a few days. Finally, the costs associated with plowing snow and salting the sidewalks at Klondike and Downtown has been extremely high with the monthly expense for February totaling more than $8,000. The next topic related to matters associated with the Stein Building. Mr. Holman mentioned the unanticipated loss of worked hours by TSD staff members because of strong odors from the concrete floor being stained in MatchBox. Also, he mentioned carpet is being installed and the spiral staircases put into place in MatchBox. The Board was able to get a first-hand look at MatchBox with a brief tour in between the Executive Session and the regular Board meeting. After a deep cleaning in early March, furniture will be put in place and a soft opening will occur in mid-March. The County Librarian reminded the Board about the annual staff and Board dinner being held at 6:30 p.m. on Saturday, April 5th at the Trails Banquet facility. Board members must RSVP and Mr. Holman will send out a reminder to Board members to register for the activity that is funded by the Friends of TCPL. Each attendee is allowed to bring a guest. Finally, the County Librarian reported that long-time librarian Sharon Kern submitted her intention to retire as a TCPL employee. Sharon worked at TCPL for almost 28 years, primarily as the cataloging librarian in Technical Services. She is one of the few staff members still around who worked in the Wells Library on North Street. For many years, Sharon was thoroughly involved in collection development and lead staff in the oversight of cataloging records for TCPL. In another role for TCPL, Sharon served as newsletter editor and continues to serve as a dependable proof reader for the current newsletter. She also matched honorary and memorial books with those honored by memorial contributions to the Foundation.

Board Secretary Brandon Hawkins moved to approve the March 4th, 2014 **Personnel Actions** including the $32,000 in performance pay to TCPL staff members per the list presented by the County Librarian. Mr. Bultinck provided a second to the motion and the motion passed.

Under the heading of **Committee Reports,** as Personnel Committee Chair, Mr. Hawkins reported that the committee met and discussed the Singer Group Inc.'s proposal for the compensation study and what objectives the study will accomplish. Several questions were communicated by the County Librarian to the Singer staff with responses being shared with the committee members. The committee will make a formal recommendation under the heading of new business. Under the heading of Committee Reports, Mr. Hawkins also reported for the Facilities Committee. Mr. Hawkins shared that the committee discussed a formal report submitted to the Joint Board. The report outlined specific building concerns associated with lighting, carpeting,

HVAC, window glazing, and a dormer leak. The Facilities Committee discussed prioritizing the list, what funds might be available to pay for repairs, and what are the next steps. It was decided that the County Librarian should look further into lighting repair costs and the dormer leak and report back to the committee.

Under the heading of **Other Reports,** Friends President Audrey Burghardt mentioned a few items about upcoming Friends activities. Mrs. Burghardt shared the next booksale will occur on March 14-March 16. Donation items for the sale have been coming in steadily. She also reported that online sales are going very well with items being sold through Ebay and being shipped internationally. She noted the upcoming annual meeting of the Friends being held on March 25 at 7:00 p.m. Scholarships will be awarded to staff and door prizes given away. Also, a special literary cupcake contest will be held. Finally, Mrs. Burghardt indicated event planning continues for the 50th anniversary celebration this year.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered a recommendation of the County Librarian to approve a leave of absence request for a staff member who delivered a baby in early March. The County Librarian confirmed the eligibility of the part-time staff member by way of the Personnel Code and also the support of the department's supervisor. Board Vice President Mida Grover moved to grant a leave of absence without pay to Nadia Bechler for eight weeks. Mrs. Goonewardene provided a second and the motion passed. Also, under the heading of New Business, the Board considered notification from the Indiana Public Retirement System (INPRS) regarding the mandated employer contribution for 2015. The library's rate will increase from 11% in 2014 to 11.2% in 2015. It is the smallest increase in the past 5 years when increases have been closer to 1.5%. Mrs. Goonewardene moved to approve the 2015 INPRS employer contribution rate of 11.2%. Mrs. Grover seconded the motion and the motion passed. Finally, under the heading of New Business, Mr. Hawkins asked if there were any further questions regarding the wage compensation study from the Singer Group, Inc. Mr. Hawkins moved to approve the proposal from the Singer Group with the option of conducting the employee survey but minus the onsite meeting with the consultants. Mrs. Grover provided a second and the motion passed.

Under the heading of **Other Business,** Mr. Perez moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 21863 through 21977. The prewritten claims totaled $292,058.50 and the regular claims totaled $125,752.40 for a grand total of $417,810.90. Mrs. Goonewardene seconded the motion and it passed.

There was no **Other Business.**

Mr. Hawkins moved to adjourn the regular Board meeting at 8:10 p.m. Mrs. Goonewardene seconded the motion and it carried.

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Brandon Hawkins, Secretary

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