TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
March 1st, 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, February 25, 2016 in conformity with the Indiana Open Meeting Act.

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

ABSENT:

GUESTS
Victoria Wacek, Assistant Vice Chancellor, Ivy Tech
Amy Paget, Assistant County Librarian
Jos N. Holman, County Librarian

President Mida Grover chaired the regular Board meeting and called it to order at 7:31 p.m. A quorum was declared to conduct business for the library.

Board member Dave Lahr led the Board in reciting the Pledge of Allegiance.

Board member Dinah McClure moved the **Board Minutes** of February 2nd, 2016 be approved as presented. Vice-President Lora Goonewardene provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman referenced several items in the report. He mentioned "Maurice the Bear" was relocated to the inside lobby of the downtown library. Situated just outside the youth area entrance, "Maurice" rests on a wooden platform to make him more of a work of art and to discourage sitting on him. "Maurice" will stay with the library because of a generous donation from Jim Risk. Janet Evans is the artist who designed and painted "Maurice." Also, Mr. Holman announced TCPL's new Facilities Coordinator, Robert Mullett's first day at work was February 29th. Mr. Mullett is a recently retired City of Wabash fire chief who has building construction experience and general carpentry skills. He has previously served as a maintenance supervisor in two different capacities. Finally, Mr. Holman indicated TCPL is ramping up its efforts to increase participation in the StoryCorps activity. With 16 recordings in the bag, we are off to a great start but TCPL needs to produce another 40 stories before May 31. A new flyer has been produced and a concerted effort to reach out to various community

groups is being planned by Amy Paget and Alison Moss. Follow-up contacts will be made with all interested candidates who want to share their stories.

Board member Brandon Hawkins moved to approve the March 1st, 2016 **Personnel Actions.** Mr. Lahr provided a second to the motion and the motion passed. Mr. Hawkins moved to approve performance pay recommendations for 2015 work done by TCPL personnel. Ms. McClure provided a second and the motion passed.

There were no **Committee Reports.**

The County Librarian was asked about the progress of the East branch construction. Mr. Hawkins reminded the Board that during construction of the Klondike Branch, the Board visited the construction site. After several comments indicating a strong interest in seeing firsthand the progress on the building, it was decided the Board will visit the branch prior to its next April Board meeting. The County Librarian will arrange for the Board to visit the branch at 5:30 p.m. on Tuesday, April 5th. Interested Board members may attend. The visit will end in time to hold the regular Board meeting at the downtown library at 7:30 p.m. Mr. Holman will send a reminder to the Board.

Under the heading of **Other Reports,** Friends President Jessica Teets was unable to attend. The County Librarian reminded the Board of the Friends upcoming book sale, March 4-7. He also mentioned the Friends annual meeting set for Wednesday, March 16th and that annual meeting activities include board elections, awarding Friends scholarships, a trivia contest and door prizes. Separately, Mr. Holman reminded the Board of the annual staff, Board and Friends dinner. The event is scheduled for Saturday, April 30 at the Outpost.

Under the heading of **Old Business,** President Grover reminded the Board about its previous challenge to reach consensus regarding potential names for the East branch that is under construction. The list of staff suggestions was sent to Ms. McClure who emailed the list to all Board members. President Grover indicated at this point, the Board needed to see if this approach might produce a final decision. Several suggestions were given by various Board members. Tippy East, Tipcat Branch, and Wyandotte were all considered. _____ moved to formally name the new branch the Wyandotte Branch of the Tippecanoe County Public Library._____seconded the motion. After a bit of discussion, the motion passed. Mr. Hawkins voted nay on the motion.

Under the heading of **New Business,** the library Board considered its responsibility regarding outstanding check warrants. Under Indiana Code 5-1-10.5-5, the library Board has the authority to void outstanding check warrants. With the list of checks put together by TCPL's Controller, Mort Imamura, the County Librarian recommended the seven checks totaling $110.20 be voided and the dollar amounts re-entered into the fund from which it was written. Board Treasurer Steve Bultinck moved to approve this list of Outstanding Checks as presented. Mr. Lahr seconded the motion and the motion passed.

The County Librarian informed the Board of TCPL's need to be in compliance with the Indiana Public Library Standards regarding a Board approved technology plan. The plan must be submitted to the Indiana State Library every three years. TCPL's management team completed a new plan that is comprehensive yet straightforward. It covers 2016-2018. Mr. Holman highlighted several key points of the plan. The Board asked a few questions about TCPL's technology and Mr. Holman responded appropriately. Ms. McClure moved the 2016 Technology Plan be adopted as presented. Mrs. Goonewardene provided a second and the motion passed. Responding to Board requests, Mr. Holman indicated he would send a copy of the proposal for RFID implementation at the East branch to Board members. The County Librarian introduced the topic of a revised Family Medical Leave Act Policy (FMLA). Mr. Holman reminded the Board that at its June 2, 2015 meeting, he briefly mentioned the need to revise TCPL's FMLA policy and several other related leave policies. Recommendations which were developed by the Human Resources Coordinator with input from the management team, need to be considered by the Board. Mr. Holman pointed out the minor change in the revised FMLA policy and the impact of the change on other policies. Ms. McClure moved to approve the revised FMLA, Vacation, Holiday and Personal leave policies. Mr. Bultinck provided a second to the motion and the motion passed. The County Librarian presented background information about the current practice for staff mileage reimbursement. Each year for the past 14 years, TCPL utilized the IRS federal mileage rate and adjusted it using federal guidelines. When gas prices dramatically decreased in 2015 and even more so in 2016, the federal mileage rate was adjusted downward $1.5 cents from $57.5 cents. The state of Indiana's practice is to review its mileage every quarter. In February it was reduced to $.36 from $.44 cents. The County Librarian recommended the Board consider adopting the state of Indiana mileage rate for 2016. After a bit of discussion, Mr. Bultinck moved to establish Board policy to follow the Indiana state mileage rate for 2016 and going forward to review the mileage rate on an annual basis. Mr. Lahr seconded the motion and the motion passed.

Under the heading of **Other Business,** Board Treasurer Steve Bultinck moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 24479 through claim number 24582. The prewritten claims totaled $259,535.41 and the regular claims totaled $373,430.66 for a grand total of $632,966.07. Ms. McClure provided a second to the motion and the motion passed. Mr. Bultinck pointed out that $271,722 were expenditures associated with the East branch construction project.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:07 p.m. Ms. McClure seconded the motion and it carried.

_____

Gail Summers, Secretary

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