TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
November 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, October 27, 2016 in conformity with the Indiana Open Meeting Act.

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

ABSENT:
Dave Lahr, Member

GUESTS
Frank Niemiec, Friends President
Amy Paget, Assistant County Librarian
Jos N. Holman, County Librarian

President Mida Grover chaired the regular Board meeting and called it to order at 7:32 p.m. A quorum was declared to conduct business for the library.

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

Mrs. Goonewardene moved the **Board Minutes** of October 4th, 2016 be approved as presented. Board member Dinah McClure provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported the final pay application from Mattcon General Contractors for construction of the Wyandotte Branch is being processed and confirms the project is financially complete. The pay application includes the $314,000 held in the escrow account at Community Savings Bank. There may be one or two more invoices for professional services but nothing else is expected. Mr. Holman indicated TCPL's Finance Controller, Mort Imamura, diligently worked on acquiring official paperwork documenting TCPL's state tax utility exemption status. Receiving this documentation, TCPL can finally stop paying sales tax on utilities. Previous efforts to do so were unsuccessful. Mr. Holman pointed out TCPL's Pagemaster's committee is carefully working to redesign TCPL's website. The last design change was done in-house back in 2007. The committee plans to outsource the redesign using an "RFP" process. It is presently reviewing responses from four firms and will make a recommendation to TCPL's management team after rating the proposals. Finally, Mr. Holman reported TCPL staff members completed the second and third phase of Harwood video viewing and discussions. During the final session, staff members were encouraged to complete an exercise called Sustaining Yourself. Mr. Holman mentioned the reasons for such an exercise and suggested Board members complete the exercise as well. Separately, a Pocket Edition column written by the County

Librarian about his experience with the Harwood training was reproduced in the Harwood Institute's late summer electronic newsletter.

Ms. McClure moved to approve the November 1st, 2016 **Personnel Actions.** Board member Brandon Hawkins seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Board Secretary Gail Summers reported as chair of the Personnel Committee. Mrs. Summers indicated the committee met to discuss two topics. The committee reviewed health insurance renewal information from CIGNA. The renewal information included two options for increasing the "stop-loss maximum". The committee discussed and expressed concern for the cost of dependent care coverage for employees. A second meeting will be scheduled to continue deliberations with a recommendation coming to the Board at a future meeting. Mrs. Summers also reported the Personnel Committee reviewed a recommendation from the County Librarian to revise the longevity approach found in the Pay Increase Policy of the Personnel Code. The committee discussed and agreed with the change connected to longevity awards and staff resignations. The committee brought the recommendation to the full Board. Immediately, there were a few questions and comments by the full Board on the recommendation. Also, their comments related to the amount of the longevity award which was shared for information purposes only. This topic will go back to the Personnel Committee for further consideration.

Also under the heading of **Committee Reports,** Mr. Hawkins updated the Board for the Facilities Committee. Mr. Hawkins indicated attorney and past TCPL Board member Jerry Withered continues to work on a letter of intent to end the partnership between TCPL and Ivy Tech. Work right now concentrates on the legal document governing an escrow account. Bond counsel is reviewing this document. It is anticipated all of the legal documents will be completed for the December Board meeting and shared prior to the meeting. Mr. Hawkins also reported on the schedule for closing the Campus Library. The last day of operation will be December 3, 2016. The furniture and equipment will officially be removed from the building on December 5 and 6. Board Treasurer Steve Bultinck thanked the Facilities Committee for their work on this important assignment.

Under the heading of **Other Reports,** Friends President Frank Niemiec reported the Friends special children's book sale raised about $300. It took 4-6 weeks to prepare for the sale. For 2017, the Friends will repeat the special children's book sale by scheduling two specific dates at the same time regular book sale dates are selected. Also, Mr. Niemiec stated the next Friends book sale will occur on December 2-5. The sale will highlight items in good condition that can be given as holiday gifts.

There was no **Old Business**.

Under the heading of **New Business,** the County Librarian indicated TCPL is at the final step of the 2017 budget process. Mr. Holman indicated the Board of Trustees must formally adopt the 2017 General Operating and Bond and Interest Redemption Fund (BIRF) budgets. Both budgets must be electronically filed on the Department of Local Government and Finance Gateway website by November 2, 2016. Mr. Holman made a few informal comments about the budgets and checked with Finance Committee chair Steve Bultinck to see if any additional information

should be shared with the Board. Mr. Bultinck moved to adopt the 2017 General Operating and BIRF budgets. Mr. Hawkins provided a second and the motion passed. Board members must sign a resolution confirming their approval of the budget.

Also under the heading of **New Business,** the Board considered any additional discussion regarding the recommended change for awarding longevity pay. After a bit of discussion, the Board reached consensus to approve the revised policy with the modified change. Ms. McClure moved to approve the revision to the Section 1.D.6 Pay Increases policy of the Personnel Code. The revised language reads *"Staff members who achieve longevity, but resign prior to the annual award date will receive their longevity pay with their final pay"*. Mr. Bultinck seconded the motion and the motion passed. The County Librarian was directed to continue using the procedural aspect of calculating longevity pay until otherwise directed.

Finally under the heading of **New Business**, the County Librarian updated the Board on the transition of closing the Campus Library. The transition at the Campus Library continues as TCPL begins to carefully plan the relocation of furniture and equipment from the building. Another list of surplus items from the Campus Library is being submitted for Board approval. Added to the list are several items being surplused by the automation and circulation departments. None of the items are of monetary value to TCPL. If there is any interest by the Friends of TCPL, the items may go into one of their book sales. Otherwise, items that can be recycled will be taken to the recycling center. Items that cannot be recycled will be trashed. A copy of the October Surplus list is included in the Board packet. Mr. Hawkins moved to approve the Surplus list as presented. Mrs. Goonewardene 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 25398 through claim number 25499. The prewritten claims were $247,072.83 and the regular claims totaled $123,213.85 for a grand total of $370,286.68. Mr. Hawkins seconded the motion and it passed.

Also under the heading of **Other Business**, the County Librarian reminded the Board of the annual staff/board holiday reception held at the December meeting. Mr. Holman asked the Board for their preferred time to start the reception. There was consensus to start at 7:00 p.m.

Mrs. Goonewardene moved to adjourn the regular Board meeting at 8:15 p.m. Mr. Bultinck seconded the motion and it carried.

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Gail Summers, Secretary

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