

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

April 7th, 2009

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, April 2nd, 2009 in conformity with the Indiana Open Meeting Act.

PRESENT:

Dinah McClure, President
Brandon Hawkins, Vice-President
Sarah J. Hicks, Treasurer
Mida Grover, Secretary
Jerry Withered, Member
Lora Goonewardene, Member
Van Phillips, Member

ABSENT:

ATTENDING:

Susan Robey, President, Friends of TCPL
Stephanie Schmidt, League of Women Voters
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

President Dinah McClure chaired the regular Board meeting and called it to order at 7:30 p.m. A quorum was declared to conduct business for the library.

Board member Lora Goonewardene led the Pledge of Allegiance.

Board Secretary Mida Grover moved the **Board Minutes** of March 3rd, 2009 be approved as presented. Vice-President Brandon Hawkins provided a second and the motion passed.

Mr. Holman highlighted a number of items from the **County Librarian's Report**. He mentioned the library engaged the Kathryn Weil Center for Education to conduct smoking cessation classes for TCPL staff members. Scheduled to begin April 14, up to 10 staff may participate in the classes that will take place at the downtown library and will be funded by the Friends of TCPL. Mr. Holman reported that TCPL's management team spent 4 meetings (totaling about 8 hours) reviewing TCPL's Personnel Code and the "Supervisory Notes" that detail many of the supervisory practices and procedures that direct managerial actions related to personnel matters. The practices and procedures are in line with TCPL's Personnel Code. He stated that Demaris Edwards was hired on March 9 as the new Head Outreach Librarian and had already successfully acquired her Class A CDL.

Previously, Ms. Edwards worked in the youth services area of the Beech Grove Public Library. He pointed out there were a number of special programs during the month of April including two author visits, an annual poetry contest, and small item giveaways in celebration of National Library Week. Finally, Mr. Holman provided individual copies of the preliminary official statement documenting the refinancing of the 2000 campus library general obligation bonds. Also, he shared a few observations on the entire process of the bond refinancing.

Mr. Hawkins moved to approve the April 7th, 2009 **Personnel Actions**. Mrs. Grover seconded the motion and it passed unanimously. Mr. Hawkins presented a document related to awarding merit to recommended TCPL staff. He discussed the contents of the document and moved that TCPL apply merit pay in a lump sum payment separate from hourly wages for the listed employees. Mr. Phillips seconded the motion and it passed. Also, Mr. Hawkins moved that the TCPL Library Director receive an across the board salary increase along with a merit increase. Mr. Phillips provided a second to the motion and it passed.

At 7:40 p.m. President McClure suspended the regular Board meeting session to convene a public hearing for Additional Appropriations of Refunding Bonds. No member of the public made any comments about the additional appropriations. Mrs. Hicks confirmed the posting of notice to taxpayers that a public hearing would be held on the matter of additional appropriations for refinancing the 2000 general obligation bonds and that such notice was posted in three different places and the same notice was published in local newspapers. TCPL has the proof of publication for the Lafayette Journal and Courier and the Lafayette Leader. Mrs. Hicks moved to approve the proofs of publication and postings be made a part of the records of this Board. Board member Lora Goonewardene seconded the motion and it passed. Board member Van Phillips moved to close the public hearing. Mr. Hawkins provided a second and the motion passed. At 7:48 p.m. Board member Jerry Withered moved to reconvene the regular meeting. Mrs. Hicks seconded the motion and it passed.

There were no **Committee Reports**.

Under the heading of **Other Reports**, Friends President Susan Robey commented on the success of the March 4th Friends annual meeting. She mentioned the silent auction and the ice cream social. Ms. Robey reported seven educational scholarships were given out to TCPL staff members and four new people were elected to the Board of the Friends. Also, she thanked TCPL Board members who attended the annual meeting. Ms. Robey gave final numbers for the March book sale. With about 800 boxes the Friends earned a total of \$19,222.65. The next sale will be held June 12 – 15th with the selected theme of “Grand Ole Flag”.

Under the heading of **Old Business**, Personnel Committee Chair Brandon Hawkins reminded the Board of the final report presented by the Singer Group, Inc. at the March 3rd, 2009 executive session. Because of insufficient time to thoroughly discuss the report at that meeting, it was difficult to clarify the best approach for future action on the report. Mr. Hawkins gave the Board several options for future Board action on the report. Also, he indicated the consultant provided a couple of cost scenarios for implementation of the recommendations. Prior to implementation, several factors must be considered. By Board consensus, an executive session will be scheduled prior to the May Board meeting. Mr. Hawkins indicated he would send out a list of items to consider at the executive session. He encouraged all Board members to share discussion items or questions about the study via email to help prepare for the executive session. Mr. Phillips suggested the salary/wage study topic be put on the agenda and if no conclusions are reached, the topic will be tabled.

Also, under **Old Business**, further discussion and action was taken on the bond refinancing. Mrs. Hicks moved to adopt the Appropriation Resolution noting that the appropriation of the proceeds of the General Obligation Refunding Bonds of 2009 in the amount of \$2,670,000 be applied to the cost of the project. Mrs. Grover provided a second and the motion passed.

Under the heading of **New Business**, the County Librarian stated that after the Youth room remodel in November 2008, the determination was made that the library no longer needed several furniture related items. These items either don't fit in with the current appearance of the room or are actually worn to the point of being unusable at this time. Mr. Holman suggested it would be best to approve these items as surplus and pass them along to the Friends of TCPL. A list of surplus items was presented to the Board for their review. Mrs. Hicks moved to approve the Surplus List as presented. Mrs. Grover seconded the motion and it passed.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 14592 through 14732. The pre-written claims were \$249,407.93 and the regular claims were \$191,715.21 for a grand total of \$441,123.14. Mr. Phillips seconded the motion and it passed.

There were no **Comments from the Public**. Under **Comments from the Board**, Mr. Phillips mentioned his commitment to encouraging the County Librarian to video tape his presentation made at the ILF Legislative Day luncheon on February 2009. Mr. Holman agreed to make an effort to accomplish this task.

Mrs. Hicks moved to adjourn the regular board meeting at 8:23 p.m. Mr. Withered seconded the motion and it carried.

Mida Grover, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.