

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**April 5<sup>th</sup>, 2011**

**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, March 31, 2011 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

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

**ABSENT:**

Van Phillips, Vice-President

**Guests:**

Larry French, Friends President  
Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian

President Sarah Hicks chaired the regular Board meeting and called it to order at 7:33 p.m. A quorum was declared to conduct business for the library.

Board Treasurer Dinah McClure led the Board in reciting the Pledge of Allegiance.

Ms. McClure moved the **Board Minutes** of March 1<sup>st</sup>, 2011 be approved as presented. Board Secretary Mida Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few items for the Board's attention. Mr. Holman pointed out that the Downtown library will experience a planned power outage for half of the service hours on Thursday, April 7, 2011. Duke Energy must work on an electric pole with a direct transformer connection that provides the library's electrical power. With no electricity for 6-8 hours, the downtown facility will be closed until about 4:00 p.m. Both branches can be open but will not have internet connectivity because the servers downtown must be operational for the branches to provide internet service. Also at the downtown library, a new self check machine was installed on the CIRC desk at the downtown library. The

new machine was purchased with encumbered funds from the 2010 budget and replaces 10-year old equipment. The machine works well and has been readily received by the public. Finally, Mr. Holman announced that after several months of planning, the ILF District II Conference is pretty much organized and is being publicized. Registration information is available and TCPL will register the majority of its staff as one group. Now, TCPL has to thoroughly organize and prepare for hosting about 150 people at the library including setting up the night before and restoring the library back to its setting to open for business the next day. The County Librarian will send Board members the web link about the conference.

Mrs. Grover moved to approve the April 5<sup>th</sup>, 2011 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed unanimously.

There were two **Committee Reports**. As chair of the Facilities committee, Board member Jerry Withered reported the Stein Building project. He reminded Board members that a basic schematic drawing was presented at the March Board meeting. Mr. Withered indicated the committee met, walked through the Stein building and then had a conference call with Kyle Copelin, the architect with the Troyer Group. Mr. Withered shared that Board Vice-President Van Phillips suggested to the architect that the design be rotated and relocated to the far north end of the Stein Building. The architect was receptive to this idea and produced 3 new schematic drawings based on this change. Mr. Withered shared the drawings with the Board and walked Board members through a review/comparison of the schematic drawings. After a bit of discussions and questions among the Board members, a few summary statements were shared. The project needs to be ADA compliant, the break room needs to be renamed, and the best use of existing window openings and lintels should occur. Mr. Withered moved that the Board accept the recommendation of the Facilities Committee to relocate the Technical Services department to the north side of the Stein Building and that the staff work with the architects on reconfiguring the internal space. Mr. Hawkins seconded the motion and the motion passed.

Also, under Committee Reports, Ms. McClure reported for the Finance Committee. She indicated that, as requested, the committee met during the past month and discussed the budget situation for 2011. She acknowledged TCPL is in this situation because of the mistake made in the submission process with the LIRF budget. Ms. McClure recommended the Board take a three-pronged approach to resolve this situation. First, the library should complete DLGF's Additional Appropriation process for \$546,000. About \$366,000 will be used on the Stein Building project. Second, the remaining \$180,000 will be used as necessary toward operating expenses in 2011. Third, the Finance Committee with the County Librarian will explore which gift funds should be used to offset costs for the "Technology Center". The gift funds will primarily be used for equipment in the "Technology Center" which is more appropriate than using gift funds for operating expenses. Ms.

McClure moved that the Board accept the recommendation as presented. Mrs. Grover provided a second to the motion and the motion passed. The County Librarian will put things in motion to start this activity. He will keep the Finance Committee updated on the DLGF process.

Under **Other Reports**, Friends President Larry French confirmed the final amount for the most recent book sale. The sale took in \$7,800 with a primary inventory of paperback books and LP record albums. The remaining LP record albums were sold to the West Lafayette Public Library Friends group. The Friends are still trying to figure out what to do with future LP record albums donations. Also, Mr. French reported on the Friends Annual Meeting. Two new board members were elected to the Board. Cherry Delaney was elected to the office of Secretary and Audrey Burkhardt was elected as an at-large member of the board. Also, the Friends awarded five scholarships totaling \$6,000 to the following staff members: Melinda Henry, Marlene Korty, Karen Boots, Sarah Preskitt and Allison Newton. Finally, Mr. French shared a bit of personal observations and statements about plans for the "Technology Center". He indicated the Friends would like to be financially supportive of the project and they are willing to contribute to it. Also, as part of his daily work, Mr. French is involved with computer technology. He participated in remodeling a classroom into a collaborative computer work space for students. He is willing to serve as a resource as the library continues its work on the "Technology Center."

There was no **Old Business**, though President Hicks indicated she would share a few things under the heading of Board Comments.

Under **New Business**, one item needed to be considered. The Public Employees' Retirement Fund (PERF) notified TCPL of its contribution rate for calendar year 2012. The new rate increases to 8% and is up from 7% for 2010. Board approval of the new rate helps with the record keeping of this fiduciary responsibility. Ms. McClure moved to approve the 2012 PERF employer contribution rate at 8.0 percent. Mrs. Grover seconded the motion and it passed.

Under **Other Business**, Ms. McClure moved to approve the grand total of the April claims listing presented by the County Librarian starting with claim number 17731 through 17853. The pre-written claims were \$263,394.79 and the regular claims were \$146,857.04 for a grand total of \$410,251.83. Board member Lora Goonewardene seconded the motion and it passed.

Also, under Other Business and Comments from the Board, President Hicks commented on several topics. Mrs. Hicks indicated that Facilities Chair Jerry Withered recommended the formal request to build a playground at the Klondike Branch from a local Girl Scout Brownie Troupe was not something to pursue at this time. The Brownie Troupe members are welcome to attend a future Board meeting and to do other service projects with the library. Mrs.

Hicks directed the County Librarian to follow-up with the leader of the troupe. At the time of the meeting, that conversation had yet to take place. Also, Mrs. Hicks reported that the request from the Board of Election to use the downtown library for the spring municipal election didn't work for the library at this time. The request may come again in the November elections. Timing of the requests along with a couple of challenges with the previous elections held at Klondike influenced the decision to wait at this time.

On a different subject, Mrs. Hicks commented on "performance pay" formerly known as merit. After the discussion at the March meeting and subsequently clarifying that "performance pay" is meant to move staff through the salary ranges, she asked that a bit more work be done. In order to alleviate any confusion about the shift in process in 2011 from longevity to merit only, Mrs. Hicks requested the County Librarian submit 2-3 sentences about each staff member. Mrs. Hicks shared her observations on the information that was received. The County Librarian recommended that since this discussion was not part of the Personnel Actions approved earlier in the meeting, that a separate motion would be appropriate at this time. Ms. McClure moved to approve list as of the staff being awarded performance pay as presented. Mrs. Grover provided a second and the motion passed.

Finally, President Hicks reminded the Board about the Board's desire to be informed about revenue the library receives being on a monthly basis. The County Librarian indicated the information was collected but not shared. He promised an email containing the information would be sent out that evening.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:24 p.m. Ms. McClure seconded the motion and it carried.

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Mida Grover, Secretary

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