

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
REGULAR BOARD MEETING  
627 South Street, Lafayette, Indiana  
**April 3rd, 2012**

**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 29, 2012 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Sarah J. Hicks, Secretary  
Van Phillips, Treasurer  
Mida Grover, Vice President  
Brandon Hawkins, President  
Dinah McClure  
Ed Perez

**ABSENT:**

Lora Goonewardene, Member

**GUESTS**

Larry French, Friends President  
Harry Mohler, Local Architect  
Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian

President Brandon Hawkins 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. Also, Mr. Hawkins welcomed Ed Perez as a new Board member who was appointed by the Tippecanoe County Council.

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

Board Secretary Sarah Hicks moved the **Board Minutes** of March 6th, 2012 be approved as presented. Ms. McClure provided a second and the motion passed

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several items from his monthly report. He reminded the Board of the upcoming special donor luncheon event hosted by the Foundation Board on Sunday, April 29<sup>th</sup>. Also, he mentioned the names and positions of the newly elected officers of the TCPL Foundation. Mary Piantek will serve as President, Cele Freeman as Vice President, David McGaughey as Treasurer, and Tony Albrecht as Secretary. Mr. Holman informed the Board about the major change in employer reporting with the Public Employees Retirement Fund. Specifically PERF will require employers to start reporting and depositing payments on a payroll basis

instead of a quarterly basis thereby requiring TCPL to make deposits and reports with each payroll. The County Librarian expressed concern the change will affect TCPL's cash balances. Mr. Holman reported that after a staff conducted study on interlibrary loans (ILL) and two discussions by the management team, TCPL made a few minor changes in its ILL services. Instead of customers being able to have 3 ILL requests per day, TCPL will limit ILL requests to 10 per week. Also, TCPL is deliberating whether to have reciprocal borrowers request ILL through their home library instead of through TCPL. Finally, Mr. Holman provided Board members with the National Library Week giveaway, which was a magnetic photo frame.

Board Vice President Mida Grover moved to approve the April 3<sup>rd</sup>, 2012 **Personnel Actions**. Mrs. Hicks seconded the motion and it passed unanimously. Also, under Personnel Actions the County Librarian presented a list of staff members recommended for Performance Pay based on extraordinary work accomplished in the previous year. Mrs. Grover moved to approve and award staff for Performance pay as presented by the County Librarian. Ms. McClure provided a second and the motion passed.

There were no **Committee Reports**.

Under **Other Reports**, Friends President Larry French reported that the March book sale raised just under \$17,000. He reminded the Board that the March 2011 sale totaled only \$7,000 because it sold vinyl records only. Mr. French mentioned activities at the annual meeting including the election of four new Board members and the awarding of four scholarships to TCPL staff members.

Also under Other reports, the County Librarian provided an update on the Stein Building construction project. The project still faces a couple of challenges, but it is clear that the final stage of this construction project is almost over. The work on the exterior path to the northeast exit door and the Sixth Street entrance is moving forward. Now, concerns with failed water tests in new water lines of the Stein Building have to be resolved. Another punch list walk-through as been scheduled and should go well.

Also under Other Reports, Board Treasurer Van Phillips reported that the Finance committee met with the County Librarian to discuss the Stein Building project contingency funds. Mr. Holman expressed concern about the increased expenses associated with unanticipated construction costs based on change orders. Mr. Phillips reminded the Board of the issue with the structural findings of the northwest corner of the building and the mitigation of that issue. Also, the voids found in the

concrete floor caused extra expenses. The resolution of both situations initiated extra expenses for engineers working for the architects and also the owner's representative. Mr. Holman has been directed to work with the Troyer Group and Link Management to see if costs associated with the resolution of these issues should be shared. Once Mr. Holman reports back the Finance Committee will recommend how to pay for costs that go beyond the established contingency. Presently the committee leans toward utilizing some of the smaller named funds that have gone unused for several years.

There was no **Old Business**.

Under the heading of **New Business**, the Board was presented with a draft of a new Social Software Policy. In planning for improvement in TCPL's technological resources, the management team discussed an increased web presence and use of social media networks and agreed that a policy on the use of "social software" using library resources needs to be in place. After several subsequent discussions, that draft policy is being presented. The policy is meant to cover TCPL in unusual and unexpected situations regarding the use of social media networks and software. After a brief discussion and a couple of questions, Mr. Phillips moved to table the topic until the legal review is finalized. Mrs. Grover seconded the motion and the item was tabled. Also, the County Librarian presented the Board with four revised policies associated with the transferring of TCPL staff. Most of the revisions were minor to align the policies. The one major change was the removal of staff initiated transfers and instead staff will need to formally apply for open vacancies within TCPL. Only Director initiated transfers will take place in the future. There were a few suggestions for changes to clarify wording and help with consistent uses of phrases. Mrs. Hicks moved to approve the revised TCPL policies of: **Transfer, Promotion, Selection**, and **Performance Evaluation** with the suggested corrections. Mrs. Grover seconded the motion and it passed. Finally under New Business, the County Librarian presented information regarding the 1782 Notice issued by the Department of Local Government Finance. Mr. Phillips reported the Finance Committee also discussed this topic. TCPL's 2012 Operating Budget is officially \$37,187 less than the 2011 approved appropriations. However, this is approximately \$167,000 less than the budget officially submitted to DLGF. The County Librarian recommended decreases in several budget lines for 2012 and reviewed the impact of these changes. After a few Board comments, Mr. Phillips moved that the approved 2012 Operating Budget be modified based on the recommendation submitted by the County Librarian with approximately, \$167,000 in adjustments being made to various budget lines. Mrs. Hicks provided a second to the motion and the motion passed.

Under **Other Business**, Mr. Phillips moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 19188 through 19292. The prewritten claims were \$257,353.85 and the regular claims were \$109,870.40 for a grand total of \$367,224.25. Mrs. Grover seconded the motion and it passed. The County Librarian responded to a few Board member questions regarding line items within the 2012 financial report. He also pointed out that a couple of budget lines were going fairly well at this point.

Though there were no other comments from the Board, President Hawkins asked the Board members to introduce themselves and share a bit of information about their background and Board experience with Mr. Perez. All Board members complied with the request.

Mr. Philips moved to adjourn the regular Board meeting at 8:40pm Mrs. Grover seconded the motion and it carried.

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Sarah J. Hicks, Secretary

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