

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

August 11<sup>th</sup>, 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, August 6<sup>th</sup>, 2009 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

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

**ABSENT:**

Mida Grover, Secretary

**ATTENDING**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Jennifer Maguire, Staff Member  
Lu Greig, Staff Member

President Dinah McClure chaired the regular Board meeting and called it to order at 7:35 p.m. A quorum was declared to conduct business for the library.

Board member Van Phillips led the Board in reciting the Pledge of Allegiance.

Mr. Phillips moved the **Board Minutes** of July 7<sup>th</sup>, 2009, be approved as presented. Board Treasurer Sarah Hicks provided a second and the motion passed.

Mr. Holman highlighted a number of items from the **County Librarian's Report**. He shared the following items:

- Operation Tipmont REMC awarded TCPL a grant to purchase an Advanced Workstations in Education (AWE) bilingual early literacy computer. The grant amount of \$2,760 allows TCPL to place an AWE computer in the preschool area of the campus library.
- For several months TCPL's training committee has been developing ideas and making plans for the library's annual staff day on August 12. The committee arranged a workshop with

Indiana University professor, Howard Rosenbaum, to talk about the economic impact on libraries and library staff. After lunch and recreational activities, staff members attended one of three pre-selected workshops and then had departmental meetings.

- A few members of the staff are developing plans to celebrate the 20<sup>th</sup> anniversary of the opening of the downtown library. An open house will be held on Sunday, September 27<sup>th</sup> with display materials from the late 1980's and refreshments. Key individuals involved with the building activity will be invited to attend a mini-program early that afternoon. Also, TCPL will celebrate September as National Library Card sign-up month with small giveaway items.
- TCPL department heads prepared reports sharing the activities, services, and programs for the 2<sup>nd</sup> quarter of 2009. Statistics for the 2<sup>nd</sup> quarter were also completed and show increasing numbers for circulation and library visits. Copies of these reports were included in the Board mailing.

Board Vice President Brandon Hawkins moved to approve the August 11<sup>th</sup>, 2009 **Personnel Actions**. Mr. Phillips seconded the motion and it passed unanimously.

No **Committee Reports** were presented.

Under **Other Reports**, Friends President Susan Robey presented information about the upcoming book sale scheduled for September 12 – 14. The theme will be “Fall Feast of Books” and donations are coming in fairly well. It should be a large book sale.

Also, under **Other Reports**, the County Librarian reviewed information about the 2010 Operating budget. Reporting that the Finance Committee provided input on the new budget, Mr. Holman went through the budget and pointed out increases and decreases in various budget lines. He summarized the potential impact of the changes on the new budget. There was very little discussion about specifics of the budget from the Board. No major concerns were presented.

Under **Old Business**, the County Librarian provided an update regarding the budget process and the timeline for eventual adoption of the 2010 budget. Mr. Holman talked about a number of key steps related to the legal advertisement of the budget and filing a copy of the budget with the County Council. He also talked about the 45-day time line for the budget to be submitted to the County Council before adoption by the board. Mrs. Hicks made a motion to approve the 2010 estimated tax rates and tax levy for advertisement in both local newspapers, to advertise the required public hearings, and to file the budget with the Tippecanoe County Council to satisfy the legal requirements of the DLGF. Mr. Hawkins provided a second

to the motion and the motion passed. The County Librarian reminded the Board there would not be a separate Capital Projects Fund budget nor Capital Projects plan for 2010. The amount of the levy set aside for capital expenses should be part of the operating fund. As part of the discussion, Mr. Phillips suggested that any funding for capital expenses be included in the Furniture and Equipment line of the Operating budget. Mr. Holman mentioned that an appeal would be officially filed with the budget to try and adjust the maximum levy for 2010. The Board plans to adopt the 2010 budget at their October 6<sup>th</sup> regular monthly meeting.

Under the heading of **New Business**, the County Librarian shared his perspective about continuing the work on the compensation study conducted by the Singer Group. Though initial steps are being taken to implement a couple of recommendations from the report, thus far, the Board has not formally accepted the report. Mr. Holman would like to see this occur in order to help with the administration and explanation of decisions made by the Board. Acceptance of the report does not mean approval of every recommendation in the report. Mr. Hawkins moved that the Board accept the compensation study as presented by the Singer Group. Mr. Phillips seconded the motion and the motion passed. Also, Mr. Holman presented specific concerns about implementation of a decision the Board made at the July meeting. The decisions revolved around the action of adjusting hourly pay according to the "proposed pay ranges" from the Singer Study. The most challenging aspect of this topic deals with having a 2009 Salary Ordinance that doesn't reflect the adjusted minimum wages. Mr. Holman presented a temporary Salary Ordinance that combined the previous salary ranges with the first 3 levels of the proposed new salary ranges. After some discussion by the Board, several suggestions were made to amend the document to better reflect the Board intent. Mr. Hawkins moved to adopt the Salary Ordinance as amended. Mrs. Hicks provided a second to the motion and the motion passed.

Also, under **New Business**, the County Librarian shared details about the next steps required by the Indiana Bond Bank. He indicated that McHale Bingham was serving as Bond Counsel and forwarded a number of documents to be signed. Also, Mr. Holman mentioned that two actions needed to be taken tonight. The Board needs to approve a resolution authorizing TCPL to make temporary loans and also approve the Warrant Purchase Agreement between the Indiana Bond Bank and TCPL. The Board took the time to read through the resolution and ask a few questions. Mrs. Hicks moved for Board approval of the Resolution that authorized TCPL to make taxable temporary loans to meet current running expenses and that an emergency exists for the borrowing of such money, and that the resolution is adopted and approved by the Board on August 11<sup>th</sup>, 2009 and also that the Warrant Purchase Agreement between the Indiana Bond Bank and the library be approved as well. Mr. Phillips seconded the motion and the motion carried.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 15122 through 15251. The pre-written claims were \$260,846.07 and the regular claims were \$174,304.24 for a grand total of \$435,150.31. Board member Lora Goonewardene seconded the motion and it passed

Under **Comments from the Public**, two TCPL staff members, Jennifer Maguire and Lu Greig shared statements on the Board's approach and decisions about the compensation study information. There were no **Comments from the Board**.

Mrs. Hicks moved to adjourn the regular board meeting at 9:05 p.m. Mr. Hawkins seconded the motion and it carried.

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Sarah Hicks, Treasurer

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