

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

December 1st, 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 Wednesday, November 25th, 2009 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Lora Goonewardene, Member

ATTENDING

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Susan Robey, Friends President
Various Staff Members

President Dinah McClure 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.

Board Vice President Brandon Hawkins led the Board in reciting the Pledge of Allegiance.

Board Treasurer Sarah Hicks moved the **Board Minutes** of November 3rd, 2009 be accepted as presented. Board member Van Phillips provided a second and the motion passed.

Mr. Holman highlighted a few items from the **County Librarian's Report**. He notified the Board that TCPL's annual after holiday dinner takes place on Saturday, January 30th starting at 6:30 p.m. with a cash bar. Organized by TCPL's Social Committee, the event will take place at Duncan Hall on Ferry Street. Board members should notify the County Librarian of their attendance plans and each Board/staff member may bring a guest. Mr. Holman reported that TCPL is in the process of initiating its first material collection inventory since moving into the downtown library building. The Circulation department will take the lead in developing a schedule and utilizing four handheld scanners to conduct the inventory. The data will be uploaded to the SIRSI database and items currently in circulation will be

taken into account. He mentioned the Board has a special meeting scheduled for Tuesday, December 15 at 5:30 p.m. This meeting agenda will focus on 2009 year-end financial matters. Related to financial matters, TCPL just received the first million dollars of the 2009 tax levy from the County Treasurer on November 23. These dollars are from the first tax billing of 2009. Payment for our loan is due on December 31. Finally, he pointed out that included in the Board packet was a document titled 2010 TCPL "Dates to Remember". As an informational piece, the document keeps Board members, department heads, and the Administration Office all in sync regarding monthly deadlines.

Mr. Hawkins moved to approve the December 1st, 2009 **Personnel Actions**. Mrs. Hicks seconded the motion and it passed unanimously.

Several TCPL staff members were recognized for their length of service to TCPL in 5-year increments. Each staff member that was recognized received a new nametag with his or her years of service along with a Simon Mall gift card. Also, a bit of work related biographical information was shared about each individual.

Under the heading of **Committee Reports**, Mr. Hawkins, as chair of the Personnel Committee, presented a report from a recent meeting. He indicated the committee was working through many facets of staff wages, salary and benefits with a year-end goal in mind, though the work may continue into 2010. Mr. Hawkins stated "The Personnel Committee is working to focus the staff compensation policy in a way that values and rewards exemplary performance." The committee received a written proposal for applying longevity from the County Librarian. Also, the committee does not expect to recommend range adjustments for 2010. The committee will schedule another meeting before 2009 ends to continue working on these topics.

Under **Other Reports**, Friends President Susan Robey mentioned the book sale would take place this upcoming weekend. Overall, the sale will be smaller with fewer items and many quality gift type items. The unique chess set was installed in the display case and will be sold through a "Dutch" auction.

There was no **Old Business** to consider.

Under the heading of **New Business**, the Board considered the proposed dates for the 2010 regular Board meetings. Mr. Phillips moved to approve the 2010 Board meeting dates as presented. Board Secretary Mida Grover provided a second to the motion and it passed. The Board also considered the 2010 Closed Days and Holidays submitted by the County Librarian. Mrs. Grover moved to approve the listing of closed days as presented. Mr. Hawkins seconded the motion and it passed. On behalf of the Board's Nominating Committee, Board member Jerry Withered presented

a slate of candidates to serve as Board officers for 2010. The nominations were Sarah Hicks for President, Van Phillips for Vice President, Mida Grover for Secretary and Dinah McClure for Treasurer. Mr. Withered moved to “elect by acclimation” the 2010 TCPL Board officers as presented. Mr. Phillips provided a second to the motion and it passed. Finally, under **New Business**, as Personnel Committee Chair, Mr. Hawkins stated “The Personnel Committee is working to protect the quality of the TCPL health coverage and understands that maintaining a high quality of health coverage will have cost implication for the employee of TCPL.” The committee supported the renewal of the current health insurance benefit at a 12% increase in cost to the library. This cost is based on the expected claims experience and not the worst case anticipated claims. In finalizing this topic, Mr. Hawkins indicated the Personnel Committee recommends discontinuing the library’s \$200.00 contribution to the flexible spending account of TCPL employees who choose not to be insured through the library. Mr. Hawkins made the recommendation into a motion and Mrs. Hicks seconded the motion. The motion passed.

Under **Other Business**, the County Librarian passed out the printed invitations for the annual “after-holiday dinner” and encouraged Board members to notify him of their attendance plans. Also, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 15664 through 15783. The pre-written claims were \$261,159.85 and the regular claims were \$136,824.88 for a grand total of \$397,984.73. Mrs. Grover seconded the motion and it passed. Finally, President McClure referenced an email from CityBus of Greater Lafayette seeking support for a change in the parking on South Street in front of the library. CityBus wanted to initiate a no-parking zone at the bus stop and eliminate a few parking spaces. After a bit of discussion, The Board instructed Ms. McClure to work with the County Librarian to communicate in writing to CityBus. A letter will communicate: "The Board reached consensus to not write a letter of support at this time. After considering many factors, not the least of which is available parking for library customers, the Board also is curious if CityBus is considering any alternative bus stops. The Board requests to be notified of any future action by CityBus regarding this endeavor, especially if and when representatives of CityBus appear before the Lafayette City Council."

Under **Comments from the Board**, Mr. Withered made a statement about the Board wanting to be supportive of the staff regarding benefits and wages and at the same time must be fiscally responsible to local taxpayers.

Mrs. Grover moved to adjourn the regular board meeting at 8:20 p.m. Mr. Phillips seconded the motion and it carried.

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