

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

**December 7<sup>th</sup>, 2010**

**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, December 02, 2010 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

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

**ABSENT:**

Lora Goonewardene, Member

**ATTENDING**

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

President Sarah Hicks chaired the regular Board meeting and called it to order at 7:34 p.m. A quorum was declared to conduct business for the meeting. Prior to the regular Board meeting, a reception was held for TCPL staff members, Board members, and Foundation Board members.

Board Vice-President Van Phillips led the Board in reciting the Pledge of Allegiance.

Board member Brandon Hawkins moved the **Board Minutes** of November 1<sup>st</sup>, 2010 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 commented on a couple of items. Mr. Holman mentioned the two unexpected cash donations of \$576 and \$279 given to the Klondike Branch of TCPL by students from Klondike Elementary School. Two different classes raised money by performing work tasks and also selling hand-made crafts. TCPL issued a press release about the donations to local newspapers as a "thank you" to the schools. Also, he indicated the date for TCPL's annual "after holiday" dinner is scheduled for Saturday, January 29<sup>th</sup> at Duncan Hall.

Mrs. Grover moved to approve the December 7<sup>th</sup>, 2010 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed.

At this point of the meeting, several TCPL staff members were recognized for their length of service to TCPL. The new approach for longevity was being utilized for the first time. TCPL staff members with 2, 5, 8 10 and 15 years of service were awarded longevity checks in a lump sum amount based on a percentage of their pay. About 30 staff members were recognized.

There were a couple of **Committee Reports**. For the Facilities Committee, Jerry Withered reported that the contract with the Troyer Group that covers the Stein Building project and the technology center was finalized. Also, Mr. Withered requested the County Librarian set up a meeting between the architect from Troyer and TCPL Board members. This meeting will allow members of the Board to provide input into both projects. It was suggested the meeting take place about the second week of January in the late afternoon or early evening.

For the **Personnel Committee**, Mrs. Grover presented a written report of the most recent meeting of the committee. Mrs. Grover reported the committee reviewed health insurance renewal costs and recommends TCPL continue its contract with Great West/CIGNA insurance. Also, the committee anticipates providing all TCPL staff with just one option for coverage in 2011. The committee recommends all TCPL staff members who are enrolled with TCPL receive the \$200 contribution to a flexible spending account. Finally, the committee recommends that starting in 2012, TCPL staff members insured through TCPL's insurance pay a minimum of four percent of the insurance premium. There were several Board questions and comments about the report. In response to the report, two specific suggestions were made by two Board members. Mr. Withered requested that in 2011, TCPL shop around and get competitive quotes for staff health insurance. The committee should have options for 2012. Mr. Phillips suggested TCPL look into the new option for county employees that featured prescriptions dispensed on site by a nurse. Also, he suggested TCPL consider partnering with other local public employee groups where a greater number of employees might result in less cost for TCPL. The County Librarian agreed to follow-up on both suggestions.

Under the heading of **Other Reports**, Friends President Larry French gave a report on Friends activities. He reported on the success of the most recent book sale indicating the Friends made almost \$19,000 from the December book sale. Mr. French credits the Friends members who sort the books as a key factor in the book sales. Also, he indicated about 50 boxes of left over books were sold to GIGGLE for \$100. Also, as Friends President, Mr. French stated there were very positive comments from a regular book sale customers who said the TCPL Friends run a great book sale. The Board

complimented the Friends on their successful sale. Mr. Phillips moved that the Board officially “Thank the Friends for their role in the health and growth of the Tippecanoe County Public Library.” Mr. Withered seconded the motion and the motion passed.

There was no **Old Business**.

Under the heading of **New Business**, the Board considered the 2011 Board meeting dates to continue meeting on the first Tuesday of the month. After a bit of discussion, it was suggested that one date be changed, May 3<sup>rd</sup> to May 2<sup>nd</sup>, to accommodate the spring elections. Mr. Hawkins moved to approve the 2011 Board meeting dates with the adjusted date. Ms. McClure seconded the motion and the motion passed. Next, the Board considered the 2011 Library Holidays. The dates submitted included the 2011 Staff Day date but not the May 13<sup>th</sup> date where TCPL plans to host the ILF District II Conference. After May 13<sup>th</sup>, 2011 was added, Mr. Phillips made a motion to approve the listing of closed days as presented. Ms. McClure provided a second and the motion passed. As chair of the Nomination Committee, Mr. Withered presented the slate of Board officers for 2011. Sarah Hicks will continue as President, Van Phillips will serve as Vice-President, Mida Grover as Secretary, and Dinah McClure as Treasurer. President Hicks asked that the slate be approved by acclamation. Mr. Phillips seconded the acclamation and the slate was approved.

Finally, under **New Business**, Mrs. Grover moved to approve the recommendations of the Personnel Committee to renew health insurance for TCPL staff members with CIGNA for 2011. Ms. McClure seconded the motion and the motion passed.

Under the heading of **Other Business**, Ms. McClure moved to approve the grand total of the claims listings presented by the County Librarian starting with claim number 17117 through 17348. The prewritten claims were \$362,301.15 and the regular claims were \$146,945.08 for a grand total of \$509,246.23. Mrs. Grover seconded the motion and it passed. There were no comments from the public. There were no comments from the Board.

Mr. Phillips moved to adjourn the regular board meeting at 8:43 p.m. Mrs. Grover seconded the motion and it carried.

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Mida Grover, Secretary

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