

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

December 4, 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, November 1st, 2012 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

GUESTS

Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Katherine Burks, HR Coordinator
Richard Carson, Foundation Board
Rita Holman
Various Staff and Guests

Board President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:32 p.m. A quorum was declared to conduct business for the library. Prior to the Board meeting, a Board and staff reception was held with several staff members and guests in attendance. Refreshments were served.

Board member Mida Grover led the Board in reciting the Pledge of Allegiance.

Per tradition, time was set-aside on the agenda to recognize TCPL staff members who served multiple years at the library. Staff members were recognized who served 2,5,8,10,20 and 30 years of service. As part of this longevity recognition, a monetary amount was awarded to each staff member. Also, a new name badge was presented to staff members who served in multiple years of five. Thirty (30) staff members were recognized this year.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few items from his monthly report. Mr. Holman reported that TCPL has created a team of staff who are facilitating TCPL's organizational presence on Twitter and Facebook. Working with Neal Starkey as the management team liaison, the first complement of staff assigned to heighten TCPL's social media presence using Twitter and Facebook was assembled. Melissa Freed, Marlene Korty, Sarah Preskitt, and Michael Wakolbinger are the initial Twitter-Facebook team. Staff will be rotated on and off the team so additional staff can be involved. Also, Mr. Holman indicated that with the Board's adaption of a Social Software Policy and TCPL utilizing and integrating social media tools prominently in its programs and services, the Staff Computer Use Guidelines has been reviewed and revised. All TCPL staff members will be required to read and sign off on this document in January 2013. Finally, Mr. Holman shared that TCPL is planning to register for two seats at the Third House Saturday morning meetings when the Indiana State legislature begins its session. Sponsored by the Greater Lafayette Commerce, the meetings run every two weeks from January 12th through March 23rd. Also, the "after Holiday" dinner is scheduled for April 6th, instead of January this year. Responding to Mr. Phillips question about the dinner, it was noted that the dinner will be held at Catering By Debbie on State Rd 25 North. In addition, Mr. Holman pointed out a change for the chair of the Social Committee. Liz Coolman will cease her work as chair and recently appointed Outreach Librarian Marlene Korty will take on the chair role.

Mrs. Grover moved to approve the November 5th, 2012 **Personnel Actions**. Board member Dinah McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Mr. Phillips reported that the Nominating committee, consisting of past Board Presidents, developed a slate of Board officers for the next 2013 calendar year. Mr. Phillips stated the actual vote would take place as set on the agenda under New Business.

Under the heading of **Other Reports**, Friends President Larry French reported on a couple of Friends activities. Mr. French mentioned that the book sale held the previous weekend netted over \$18,000, a 4% increase over December 2011. He credited the success of the work to the 90 plus volunteers who worked on the sale. Also, Mr. French praised book sale chairperson Adele Needam for her leadership of the sale. He indicated this was her last sale as chairperson as she was stepping down from that responsibility and that she had done a terrific job over the years. He also stated that the book sales were doing relatively well

despite a big increase in online sales including a number of good quality items being sold online.

Under the heading of **Old Business**, Mida Grover reported for the Personnel Committee. Mrs. Grover mentioned that the committee met and reviewed the County Librarian's recommendation to renew the library's health insurance with CIGNA. Because of a relatively good year, the renewal came in at 9%. Primarily the committee discussed the required 5% staff contribution to the health insurance premium and the library's current \$100 contribution to the flexible spending account. The committee considered whether the staff contribution amount should be based on the increase or not. The Personnel Committee recommended staff contribute 5% of the monthly premium (same as last year) and that the staff members who participate in the health insurance plan automatically receive a \$100 contribution from TCPL toward a flexible spending account. Mrs. Grover moved that TCPL staff members participating in the health insurance benefit contribute 5% of the annual premium and also that the library contribute \$100 toward a flexible spending account for each participating staff person. Mrs. Hicks provided a second to the motion and the motion passed.

Under the heading of **New Business**, the Board considered a few calendar-based topics. First being the 2013 Library Closed Days, which included scheduled federal holidays. The dates submitted did not include the 2013 Staff Day date, which will be presented at a later time. Mr. Phillips moved to approve the 2013 Closed Days dates as presented. Mrs. Grover seconded and the motion passed. Next, the Board considered the 2013 Board meeting dates based on a regular monthly meeting on the first Tuesday of each month. The County Librarian noted the first Tuesday in January is January 1st, a day the Library will be closed. The Board agreed to meet on January 8th. Mrs. Grover moved to approve the 2013 Board meeting dates as presented. Ms. McClure provided a second and the motion passed. As a representative of the Nominating committee, Mr. Phillips presented the slate as follows: Brandon Hawkins, President, Mida Grover, Vice President, Van Phillips, Secretary, and Dinah McClure, Treasurer. President Hicks asked that the slate be approved by acclamation. Mr. Phillips moved to "elect by acclamation" the 2013 Board officers as presented. Board member Ed Perez seconded the motion and the slate was approved.

Under **Other Business**, Ms. McClure moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 20156 through 20261. The prewritten claims were \$242,858.88 and the regular claims were \$95,734.54 for a grand total of \$338,593.42. Mr. Phillips seconded the motion and it passed.

Under comments from the Board, Board members discussed potential dates for the special year-end meeting later in December to conclude financial matters for the year. Consensus was reached to meet on Wednesday, December 19th at 5:00 or 5:30 p.m. Mr. Phillips asked if the library would be able to consider a transfer to the LIRF fund during this meeting. The County Librarian indicated it was possible to do so, but it would entail utilizing the additional appropriation process, which would be extremely difficult during this time frame. Also, Mr. Phillips mentioned his earlier interaction as a customer of the library. He suggested library customers would benefit by using a digital barcode on their smart phone to represent their library card. This could be done in several ways using digital "apps" that produce a scannable library barcode. The County Librarian indicated he would look into the potential of offering this service.

Ms. McClure moved to adjourn the regular Board meeting at 8:17 p.m. Mrs. Grover seconded the motion and it carried.

Van Phillips, Secretary

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