TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
December 3, 2013

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 Friday, November 29th, 2013 in conformity with the Indiana Open Meeting Act.

PRESENT:
Brandon Hawkins, President
Mida Grover, Vice-President
Dinah McClure, Treasurer
Van Phillips, Secretary
Ed Perez, Member
Sarah Hicks, Member

ABSENT:
Lora Goonewardene, Member

GUESTS
Dan Engelke, Sculptor
Harry Mohler, Architect
Audrey Burkhardt, Friends President
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian
Many staff members

President Brandon Hawkins 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.

Prior to the regular Board meeting, the traditional Board/staff reception with refreshments was held. During the reception, long-standing Board member and current secretary Van Phillips was honored for his 16 years of service to TCPL. Mr. Phillips received several gifts and then shared a few comments about his tenure on the Board.

Board member Ed Perez led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dinah McClure moved the **Board Minutes** of November 5th, 2013 be approved as presented. Board Vice President Mida Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted a few items from his report. Mr. Holman reported the Matchbox project is taking shape and construction is on track with few unusual and unexpected challenges right now. An exterior sign identifying the parties involved in the project has been attached to the building on the 6th Street side. Drywall has been installed for the smaller meeting rooms. The larger air duct sections are completed. The County Librarian attends the weekly meeting to stay informed on the progress of the project. Matchbox's first membership drive activity was written up in an article in the Journal and Courier. The County Librarian mentioned the Family Storytime program at the Klondike Branch has been really successful. The 11:00 a.m. session consistently has 40 plus participants in attendance. Youth Librarian Shanna Hurd coordinates and presents these programs. Finally, Mr. Holman shared that in 2014 TCPL will implement a new calendaring and scheduling approach to activities taking place at the library. TCPL has purchased ***Evanced Solutions*** which will allow for online input for event management and meeting room schedules. Most of the scheduled activities are viewable through this software. It is expected that all staff planned programs and meetings will be input into ***Evanced***. Also, all public meeting room assignments will be placed into ***Evanced***. Mr. Phillips asked about the County Librarian's testimony before the Senate Finance and Tax Commission that took place earlier that day. Mr. Holman shared highlights of the activity and indicated he believed it went well.

Mrs. Grover moved to approve the December 3rd, 2013 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

There were no **Committee Reports.**

Under the heading of **Other Reports,** Friends President Audrey Burghardt reported on recent Friends activities. Mrs. Burghardt mentioned the Friends book sale would be held December 7-9. There are a number of exceptionally nice books and other items that can be purchased as gifts for the holiday season. The Friends are working to finalize their 2014 budget and anticipate adopting the budget at their December 17th meeting. Finally, Mrs. Burghardt stated that poinsettias will be delivered to the main library and branches to help make the buildings more festive during the holidays.

There was no **Old Business.**

Under the heading of **New Business,** the Board considered several action items including calendar based topics, officer elections, and health insurance. The Board considered the 2014 Library Closed Days which included scheduled federal holidays. The list submitted included the 2014 Staff Day date where all buildings are also closed. Mrs. Hicks suggested several asterisks needed to be added to the list. Mr. Phillips moved to approve the 2014 Closed Days dates as presented with the suggested asterisks. Mr. Perez seconded the motion and the

motion passed. Next, the Board considered the 2014 Board meeting dates based on a regular monthly meeting on the first Tuesday of the month. Mr. Phillips commented that there are spring and fall election primaries in 2014. By consensus the Board agreed to meet the first Monday of May and November. Mr. Phillips moved to approve the 2014 Board meeting dates with the noted corrections. Mr. Perez provided a second and the motion passed. As chair of the Nomination Committee, Mr. Phillips reminded the Board of the committee's November report and presented the slate of Board officers for 2014. He presented the slate as follows: Dinah McClure, President, Mida Grover, Vice President, Brandon Hawkins, Secretary, and Ed Perez, Treasurer. President Hawkins asked that the slate be approved by acclimation. Mr. Phillips moved to "elect by acclimation" the 2014 Board officers as presented. Mr. Perez seconded the motion and the slate was approved.

Also, under the heading of **New 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. Overall, because of a relatively good year, the renewal came in at 9%. Primarily the committee discussed the staff contribution to the health insurance premium and the library's current $100 contribution to the flexible spending account. The committee decided the staff contribution amount should slightly increase. The Personnel Committee recommended staff contribute 6% of the monthly premium (up 1% from 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. After a few comments by Board members and the County Librarian, Mrs. Grover moved that TCPL staff members participating in the health insurance benefit contribute 6% of the annual premium and the library continue to contribute $100 toward a flexible spending account for each participant. Mrs. McClure provided a second to the motion and the motion passed.

Under **Other Business**, Ms. McClure moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 21524 through 21627. The prewritten claims were $311,156.21 and the regular claims were $112,008.70 for a grand total of $423,164.91. Mrs. Hicks seconded the motion and it passed.

There were no **Comments from the Public.**

Under **Comments from the Board**, President Hawkins coordinated the scheduling of the special December Board meeting. The meeting is meant to finalize year-end budgetary records and financial resolutions. The Board agreed to meet on December 19th at 5:30 p.m. Also, Mr. Phillips reminded and encouraged the Board about possible participation in the Greater Lafayette Commerce's Third House. This local activity occurs during scheduled Saturday mornings when the state legislature is in session. Mr. Phillips hoped a Board

member would "pick-up-the-ball" and attend Third House because being present is beneficial to the library. Ed Perez agreed to attend on behalf of the Board. The Board agreed two seats at Third House were enough and that other Board members would attend as guests. Finally, **Under Comments from the Board**, President Hawkins read and presented a framed resolution in honor of Mr. Phillips' 16-year service to the Board of Trustees. The resolution will become an official part of the minutes.

Mrs. Hicks moved to adjourn the regular Board meeting at 8:25 p.m. Mrs. Grover seconded the motion and it carried.

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Van Phillips, Secretary

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