

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

February 3, 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, January 29, 2009 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

Mida Grover, Member

ATTENDING:

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

President Dinah McClure 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.

Board Vice President Brandon Hawkins led the Pledge of Allegiance.

Board Treasurer Sarah Hicks moved the **Board Minutes** of January 6th, 2009 be approved as presented. Mr. Hawkins provided a second and the motion passed.

Mr. Holman highlighted a number of items from the **County Librarian's Report**. He mentioned to Board members that Ivy Tech installed a new "emergency communication system" to coincide with the installation of an electronic notification system in other buildings on campus. Similar to a school public announcement system, the equipment includes 24 speakers and a small control box. The system is web-based. TCPL may use it for program announcements and to post messages on the first floor TV monitor. Also, he notified Board members that TCPL has embarked on a formal recycling program by appointing a committee chaired by Facilities Manager Michael Hixson. The committee will develop a plan that includes a time frame, an implementation process, and a list of supplies needed to start the program. Mr. Holman acknowledged and thanked Stacy Weinreich who is ending her tenure as chair of TCPL's Social Committee. Liz Coolman is the new committee chair. Mr. Holman informed

the Board that he was asked to chair the 10-person search committee for the new executive director of the Indiana Library Federation. The activity should end by May 1st. Finally, he notified the Board that the February 10th presentation to Indianapolis area library board members has been cancelled because of changes in SB 348.

Mr. Hawkins moved to approve the February 3rd, 2009 **Personnel Actions**. Mrs. Hicks seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Board member Jerry Withered indicated the Facilities Committee would need to meet to discuss the Stein Building. He will schedule a meeting via email. President McClure reported that she contacted Pat Garrott who agreed to serve on the Joint Board committee for another year. Also, Ms. McClure appointed new Board member Lora Goonewardene to the Finance committee. The County Librarian indicated he would conduct an orientation session with Mrs. Goonewardene on Friday and that she plans to attend the March Board meeting.

Under the heading of **Other Reports**, Friends President Susan Robey reminded the Board that the Friends annual meeting is scheduled for Wednesday, March 4th at 6:30 p.m. There will be a short business meeting, a silent auction, and an ice cream social.

Under the heading of **Old Business**, the Board took a second look at a revised Personnel Code Policy. The policy was updated to include the recommendations given to the Personnel Committee after the January 6th Board meeting. A few observations on the policy were made and the concerns previously noted were acceptable in the latest revision. Mr. Hawkins moved to approve the revised group health insurance policy as presented. Mrs. Hicks seconded the motion and it passed. Also, under Old Business, the County Librarian presented a revision of the Resolution to Pay Bills with Prior Approval. The changes and deletions made to the resolution were in line with Board members preferences. Board member Jerry Withered moved to approve the latest revision of the Resolution to Pay Bills with Prior Approval. Mr. Phillips provided a second and the motion passed.

Under the heading of **New Business**, the Board considered the revised bylaws for the Board of Trustees. Mr. Withered took Board members through the changes in the bylaws commenting on what was added and deleted, i.e. special meetings and time of the Board meeting. Also, changes were made in style and categorization to improve the arrangement of the bylaws. Mr. Phillips moved to approve the amended bylaws of the Tippecanoe County Public Library. Mrs. Hicks provided a second and the motion passed.

Also, under New Business, the County Librarian presented a listing of outstanding warrants. Routinely, TCPL voids outstanding checks that are 2

years old. The listing this year is associated with the Chase checking account that TCPL no longer uses. In the interest of closing this account, checks from 2006, 2007, and 2008 were presented. Mr. Holman commented on the checks from 2008 and requested Board approval for the entire list. Mrs. Hicks moved to approve the list of outstanding warrants as presented. Mr. Phillips seconded the motion and it passed.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 14332 through 14470. The pre-written claims were \$255,026.85 and the regular claims were \$223,983.56 for a grand total of \$479,932.48. Mr. Hawkins seconded the motion and it passed.

There were no **Comments from the Public**. Under **Comments from the Board**, Mr. Withered had a few questions based on the statistics included in the Assistant County Librarian's report. The questions related to system circulation and visits for the buildings. Mrs. Paget responded with a few remarks and the County Librarian added a few observations. Mr. Withered asked for additional information showing a comparative study of visits and circulation of all 3 branches.

Also, the Board was very complimentary on the publicity TCPL received related to the new AWE early literacy computers awarded through a state grant.

Finally, President McClure indicated that at the March Board meeting the Singer Group should present a work session on the salary/wage study. Consensus suggested the meeting should start at 6:00 p.m. A meal will be provided.

Mrs. Hicks moved to adjourn the regular board meeting at 8:10 p.m. Mr. Phillips seconded the motion and it carried.

Sarah Hicks, Treasurer

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