

**TIPPECANOE COUNTY PUBLIC LIBRARY**

**Regular Board Meeting**

Meeting Room B, Lafayette, Indiana

February 5<sup>th</sup>, 2013 – 7:30 pm

**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 31, 2013 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

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

**ABSENT:**

Guests:

Larry French, President, Friends of TCPL  
Suzanne Cunningham, Friends Board Member  
Dennis Carson, Economic Development Director  
Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian

President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:36 p.m. A quorum was declared to conduct business for the library.

Board Treasurer Dinah McClure led the Board in reciting the Pledge of Allegiance.

Board Secretary Van Phillips moved the **Board Minutes** of January 8<sup>th</sup>, 2013 be approved as presented. Ms. McClure provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted several topics. He noted that TCPL's Management Team decided to proactively initiate and respond to requests for external presentations about The Portal. A basic presentation with key topical elements about The Portal's development, cost, and its core services will be designed and made accessible to staff members assigned to make the presentations. Also, Mr. Holman reported that a new LCD video projection unit was installed in the Friends Conference Room. The new unit has a brighter display for viewing and also a remote control that is kept at the CIRC desk. He mentioned that TCPL received Katherine Burk's resignation as Human Resources Coordinator. This change greatly impacts personnel work in Administration as efforts are made to carry on out the essential duties of the HR position as it relates to payroll, employment related matters and staff benefits. An update on the progress of a new hire will be provided to the Board. Unexpectedly, the search for the new

Communications Assistant is going slower than we anticipated. Without qualified candidates responding to the job ad on the website, TCPL placed an advertisement using the Journal and Courier print and online resources. An increase in applications was noticed shortly after placing the \$500 classified advertisement. Finally, Mr. Holman indicated that his stint on the John Newbery Medal committee ended at the American Library Association's midwinter meeting. *The One and Only Ivan* by Katherine Applegate was chosen as the best book published in children's literature for 2012. Mr. Holman thanked the Board for their support of his involvement in this professional activity.

Board Vice-President Mida Grover moved to approve the February 5<sup>th</sup>, 2013 **Personnel Actions**. Board member Lora Goonewardene seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under **Other Reports**, Friends President Larry French presented a report on current Friends activity. He mentioned the next Friends booksale will be held on March 16-18<sup>th</sup>. Mr. French also reported the Friends annual meeting will be held on March 19<sup>th</sup> with the election of the Board of Directors and new officers taking place. Audrey Burghardt is expected to be elected President to succeed Mr. French who will go on to become book sale co-chair with Suzanne Cunningham. Finally, Mr. French reported that a Friends ad hoc committee was formed to explore and develop a recommendation regarding the Stein Building. The report and recommendation will be presented to the Friends Board later in February.

Also under **Other Reports**, the County Librarian shared a brief summary of the Indiana State Library Annual Statistics Report. Mr. Holman pointed out specific stats related to library programs, circulation of materials, and the number of library card holders. The Board and Mr. Holman had a brief discussion about the stats. Finally, Under Other Reports, Lafayette's Economic Development Director, Dennis Carson, presented background information on the proposed "shared workspace" activity between TCPL and several local entities. Mr. Carson conveyed general aspects about how the vacant space in the Stein Building should be used and the key benefits of this type of endeavor. He also responded to questions from the Board about challenges associated with the operations of such a space. The Board reached consensus that options and requests for the future use of the Stein Building come to the Facilities Committee for review and as appropriate, bring recommendations to the full Board. Mr. Phillips indicated he would follow-up on this assignment by meeting with either group and/or coming back to the Board with the Friends recommendation.

Under the heading of **Old Business**, the County Librarian previously asked for direction in developing a Fixed Asset Inventory policy. The Board suggested had suggested it would be better to start with a shorter policy than with a lengthy complex policy. The County Librarian presented a first draft of a new policy. The Board briefly discussed the policy, suggested a couple of revisions, and requested the policy be reviewed by the attorney. Mr. Holman indicated he would forward the policy for legal review and present it at a future meeting. No formal action was taken.

Under the heading of **New Business** the County Librarian presented a list of outstanding check warrants. Legally, with Indiana Code 5-1-10.5-5, TCPL has the authority to compile and void a list of outstanding checks and re-enter the dollar amount into the fund from which the amount was originally written against. The list of checks totaled \$122.00 and mostly represented individual payments for library customer refunds as opposed to business vendors. Board member Sarah Hicks moved to approve the list of Outstanding Check Warrants as presented. Board member Ed Perez seconded the motion and the motion passed. Also, under **New Business**, the County Librarian asked the Board to consider a revised Staff Meeting Policy. Mr. Holman reported that at the January Management Team meeting, a discussion was held on staff attendance at each monthly staff meeting. Several factors, i.e. staffing levels at the branches, occasional shorter meetings, and the impact on payroll hours, all contributed to the review of the requirement for benefitted staff members to attend these staff meetings. After considering several alternatives, department heads agreed to change the attendance requirements and agreed to a recommendation by the County Librarian. The Staff Meeting policy change recommends that only staff members who work 30 hours or more be required to attend the monthly meeting. Other staff may attend as scheduled. After a few comments by Board members, it was suggested this policy could be approved pending review by legal counsel. Ms. McClure moved approval of the revised Staff Meeting Policy pending review and approval by legal counsel. Mrs. Grover provided a second to the motion and the motion passed.

Also, under **Other Business**, Ms. McClure moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 20357 through 20490. The prewritten claims were \$329,227.95 and the regular claims were \$141,279.80 for a grand total of \$470,507.75. Mr. Phillips seconded the motion and it passed.

There was no **Other Business**.

Ms. McClure moved to adjourn the regular Board meeting at 8:40 p.m. Mrs. Grover seconded the motion and it carried.

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Van Phillips, Secretary

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