

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

January 5th, 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 Wednesday, December 30th, 2009 in conformity with the Indiana Open Meeting Act.

PRESENT:

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

ABSENT:

ATTENDING

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

President Sarah Hicks chaired the regular Board meeting and called it to order at 7:33 p.m. A quorum was declared to conduct business for the library.

Board member Lora Goonewardene led the Board in reciting the Pledge of Allegiance.

Board Vice President Van Phillips moved the **Board Minutes** of December 1st, 2009 with the corrections as presented. Board Treasurer Dinah McClure provided a second and the motion passed. Ms. McClure moved the Board minutes of December 15th, 2009 be approved with the corrections as presented. Mr. Phillips seconded the motion and it passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported TCPL renewed the majority of components of its insurance plan issued with the Mitchell Agency. The plan coverage continues through Indiana Insurance with a very minor decrease in renewal cost, approximately, \$32. Insured areas include general property, auto, workers compensation, commercial general liability, inland marine, commercial crime, etc. The new Chevrolet van is not included in the renewal. He announced TCPL's annual Dr. Martin Luther King, Jr. program will take place on Monday, January 18th at 11:00 a.m. Renee Thomas, the director of Purdue's Black Cultural Center

will be the keynote speaker. A youth choir from the Bethel A.M.E. Church will provide musical selections. Mr. Holman mentioned that the first major step in “mothballing” the Stein Building took place in mid-December. All of the windows were boarded up with painted plywood to improve the appearance of the vacant building and to eliminate any additional broken windowpanes. The cost for this activity was under \$7,000. Also, the two lavatories still in the building were modified to chemically secure them. Finally, he shared that Ivy Tech scheduled a first time event at the campus library. On Thursday afternoon, January 7th, 2010 a “Faculty Open House” coordinated by College Librarian Dennis Lawson will take place on the second floor of the campus library. For a few hours, the second floor of the library will be closed for normal use, though requested materials will be retrieved. All Ivy Tech-Lafayette faculty members were invited to learn more about the campus library as a resource.

Board Member, Brandon Hawkins moved to approve the January 5th, 2010 **Personnel Actions**. Board Secretary Mida Grover seconded the motion and it passed unanimously.

Under the heading of **Communications**, President Hicks reported the written request of WLFI-TV18 News to receive notification of 2010 meeting dates. Mrs. Hicks also shared correspondence from the newly formed Association of Library Trustees, Advocates, Friends, and Foundations. This is a new division of the American Library Association. Finally, she read a “thank you note” from staff member Stacy Weinreich about Stacy’s service recognition at the December Board meeting. Mr. Phillips commented positively on the County Librarian’s work with ILF’s Indiana Public Library Association as chair of the nominating committee.

There were no **Committee Reports**.

Under **Other Reports**, Friends President Susan Robey shared that the most recent book sale was very successful. With just about 700 boxes of books, the Friends raised \$17,104.66. In December 2008 there were about 900 boxes of books and about the same amount of income. The Friends were very pleased with the quality of books and the outcome of the sale.

Under the heading of **Old Business**, Mr. Hawkins moved to “take up from the table” the Personnel Committee motion from the December 15th, 2009 meeting. Mrs. Grover seconded the motion. Mrs. Hicks indicated the motion was not debatable. Mr. Hawkins updated the Board on its previous discussion regarding longevity. Also, he reminded the Board about its recent actions related to the compensation study. After a lengthy discussion, Mr. Phillips moved to approve the proposal to apply longevity with the two changes as discussed. Ms. McClure seconded the motion and it passed. The two changes in the proposal include longevity being awarded when appropriated by the library Board and that employees shall receive longevity after successful completion of probation. Also, Mr. Hawkins presented a

draft proposal for merit pay. After some discussion, Mr. Phillips moved to approve distribution of merit pay as presented and amended. Mrs. Grover provided a second and the motion passed. The amendments included deletion of any percentages related to merit and adding the language about successful completion of probation as well. The County Librarian was asked to review TCPL policies to check for language regarding how types of pay are addressed.

Under the heading of **New Business**, the County Librarian presented the Board with a resolution that Regions Bank would serve as a depository of TCPL. This resolution was in connection with the safety deposit boxes leased by TCPL through Regions bank. Mr. Withered moved to adopt the Authorization of Corporation, Partnership, Association, or Other Entity to Utilize Deposit or Fee-Based Services. Mrs. Goonewardene provided a second and the motion passed. In an effort to finalize the board approved list of Closed Days, Mr. Holman recommended August 11th, 2010 be approved as Staff Day for staff development. All TCPL library buildings would be closed. Mr. Withered moved to approve August 11th, 2010 as Staff Day. Ms. McClure seconded the motion and it passed.

Under **Other Business**, President Hicks suspended the regular meeting and convened the Board of Finance to consider financial matters and routines for 2010. The first item of business was to elect a President and Secretary of the Board of Finance. Mr. Phillips moved to elect Sarah Hicks as President and Dinah McClure as Secretary of the Board of Finance. Mr. Withered provided a second and the motion passed. After a review of the TCPL Investment Policy, Mr. Withered moved to reaffirm the Investment Policy of the Tippecanoe County Public Library. Mr. Phillips seconded the motion and it passed. Mr. Holman informed the Board of the local banks which served as depositories in 2010. Mr. Phillips moved to designate the following banks as depositories for library funds in 2010: Lafayette Bank and Trust, Chase, Old National Bank, Regions, and Lafayette Community Savings Bank. Ms. McClure provided a second and the motion passed. Ms. McClure moved that the Lafayette Journal & Courier and the Lafayette Leaders be approved as designated newspapers to publish TCPL's legal advertisements in 2010. Mrs. Grover seconded the motion and it passed. Mr. Phillips moved to approve the request for advance tax draws from the County Auditor for the 2010 fiscal year. Ms. McClure provided a second and the motion passed. Ms. McClure moved to adjourn the Board of Finance meeting. Mr. Hawkins seconded the motion and it 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 15806 through 15883. The pre-written claims were \$2,391,802.53 and the regular claims were \$69,082.80 for a grand total of \$2,460,885.33. Mr. Phillips seconded the motion and it passed.

Under **Comments from the Board**, Mr. Phillips commented on the prominent role of the county Librarian in professional library activities within the state. Mr. Holman indicated his appreciation for the comment.

Mr. Phillips moved to adjourn the regular board meeting at 8:25 p.m. Ms. McClure seconded the motion and it carried.

Mida Grover, Secretary

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