

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

March 2<sup>nd</sup>, 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 Thursday, February 25<sup>th</sup>, 2010 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Sarah J. Hicks, President

Mida Grover, Secretary

Dinah McClure, Treasurer

Lora Goonewardene, Member

Brandon Hawkins, Member

Jerry Withered, Member

**ABSENT:**

Van Phillips, Vice President

**ATTENDING**

Jos N. Holman, County Librarian

Amy Paget, Assistant County Librarian

Susan Robey, Friends President

Stephanie Schmitz, League of Women Voters

Becky McDole

President Sarah Hicks chaired the regular Board meeting and called it to order at 7:30 p.m. A quorum was declared to conduct business for the library.

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

Board Treasurer Dinah McClure moved the **Board Minutes** of February 2<sup>nd</sup>, 2010 be approved as presented. Board member Brandon Hawkins provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman commented on a few items from the report. He mentioned the addition of a second driver to share the courier duties in the Facilities department. This person will transport materials between buildings and pick up materials returned to the Kroger/Payless book drops. In a correction to the original report, there will be a small increase of about 6 hours to payroll as a result of adding a second staff position. Next, Mr. Holman pointed out a training opportunity for TCPL staff during the month of March and in early April. TCPL has developed an annual sexual harassment training program that will include an awareness test and a video. Human Resources Coordinator Grace

Lilly will coordinate these sessions and lead the group discussions. All TCPL staff will be required to attend one of the 1.5-hour sessions. Mr. Holman updated the Board on the first time requirement by the State Board of Accounts of a legal advertisement of the Library's annual report in local newspapers. The annual report lists basic financial information for each library fund in use in 2009. An updated copy of the advertised report was given to the Board, which showed a positive Operating Fund balance as a result of a final distribution of 2009 property taxes. Finally, he reported on a fairly substantive change that will occur August 31<sup>st</sup> at the campus library. Dennis Lawson, College Librarian, announced his retirement from Ivy Tech. A classified ad for this vacancy is posted online at Web Junction. Mrs. Hicks inquired about the status of the legislation pending in the Indiana state legislature. Mr. Holman stated the legislation was due to be acted on in the session and he would send an email to update the Board.

Mrs. Grover moved to approve the March 2<sup>nd</sup>, 2010 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

There were no **Committee Reports**. Mr. Hawkins briefly stated that the director's evaluation was still being tabulated.

Under **Other Reports**, Friends President Susan Robey reported the Friends are still getting ready for a special two-day book sale scheduled for March 13-14 with both days being open to the public. There will not be a Friday preview or a Monday bag sale day. Some last minute sorting of the books stored in the Stein building is still taking place. Ms. Robey reminded the Board about the March 18<sup>th</sup> annual meeting. Several scholarships will be awarded to staff. Also, there will be a silent auction and an ice cream social.

Also, under the heading of **Other Reports**, the County Librarian presented a document containing four years of key TCPL statistics. The statistics were a sampling of the annual report provided to the Indiana State Library. Mr. Holman commented on a few of the statistics and answered Board member's questions about specific statistics. The report was for informational purposes only.

Under the heading of **Old Business**, Mrs. Grover reported that the Personnel Committee met February 25, 2010 and considered a revision of section I.E.1 Reasons for Disciplinary Action. Taking into account the previous Board discussion and the committee's responsibility to consider language reconciling staff member's eligibility for longevity while on probation, Mrs. Grover shared the committee's recommendation. After a bit of discussion Mr. Withered moved to approve the following sentence: "Employees under disciplinary probation are not eligible for longevity payment until the successful completion of the probationary period." Ms. McClure seconded the motion. The motion passed. Mr. Withered suggested correcting a couple of typographical errors within the draft while the document is being revised. The Board agreed with the corrections and the

County Librarian stated the corrections would be made before the policy is issued to staff. The personnel committee concluded that merit should not be included in the revision, but instead left under the direction of the County Librarian.

Under the heading of **New Business**, the Board considered a staff member's request under the Leave of Absence Without Pay policy. Mrs. Grover moved to approve a motion to grant a "leave of absence" without pay to Rachel Long through March 31<sup>st</sup>. Mrs. Goonewardene provided a second and the motion passed. Also, under **New Business**, the Board considered the official notice from the Public Employees Retirement Fund designating the employer contribution amount for the 2011 fiscal year. Ms. McClure moved to approve the 2011 PERF employer contribution rate at 7%. Mrs. Goonewardene seconded 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 16022 through 16130. The pre-written claims were \$277,241.15 and the regular claims were \$136,096.78 for a grand total of \$413,337.93. Mrs. Grover seconded the motion and it passed.

Under **Comments from the Public**, guest Stephanie Schmitz suggested a display of career resources be located near computers being used by customers filing for unemployment. Under **Comments from the Board**, there were questions regarding the year-to-date balances for a couple of budget lines. The County Librarian responded. Also, Mrs. Grover reminded the Board about the 2010 Census starting in a week or so and encouraged everyone to participate.

Ms. McClure moved to adjourn the regular board meeting at 8:10 p.m. Mrs. Goonewardene seconded the motion and it carried.

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Mida Grover, Secretary

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