

## **TIPPECANOE COUNTY PUBLIC LIBRARY**

### **Regular Board Meeting**

Meeting Room B, Lafayette, Indiana

March 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, March 28, 2013 in conformity with the Indiana Open Meeting Act.

#### **PRESENT:**

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

#### **ABSENT:**

Sarah Hicks, Member  
Lora Goonewardene, Member

#### **GUESTS:**

Larry French, President, Friends of TCPL  
Marina Neal, Marketing/Communications Coord.  
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 7:33 p.m. A quorum was declared to conduct business for the library.

Board Secretary Van Phillips led the Board in reciting the Pledge of Allegiance.

Board Treasurer Dinah McClure moved the **Board Minutes** of February 5<sup>th</sup>, 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 several items. He noted the Department of Local Government Finance (DLGF) conveyed the 1792 Notice for the 2013 budget which also confirms the approved appropriations amount for TCPL in 2013. The County Librarian promptly responded to DLGF to acknowledge and accept the notice and its contents. Mr. Holman reminded the Board that TCPL's annual Staff Dinner is scheduled for Saturday, April 6<sup>th</sup> at 6:30 p.m. at Catering by Debbie. TCPL staff members, Board of Trustees, and Friends Board of Director's and their guests are invited to the dinner. The dinner is generously paid for by the Friends of TCPL. Also, Mr. Holman reported on the February Family Read Aloud program that was very successful with 555 families registered for the program in 2013. This was 78 more families than in 2012. Program attendance for the Saturday programs was good and totaled almost 300 people. He mentioned that two rounds of interviews for the new Communications Assistant position were conducted in late February. With three hireable candidates

whose references are being checked, an offer is expected to be extended early next week. Finally, Mr. Holman indicated he would host the Indiana Black Librarians Network in the Lilly Rooms at Ivy Tech on Saturday, March 23, 2013. The group expects to visit the Campus Library and hopes to schedule enough time to visit The Portal as well. On an unrelated matter, Mr. Holman stated that after serving six years as a board member and treasurer of the Greater Lafayette Chapter of the Indiana Black Expo, he resigned at the end of 2012. He will continue to be involved with the work of the organization.

Mrs. Grover moved to approve the March 5<sup>th</sup>, 2013 **Personnel Actions**. Ms. McClure seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, there was a report from Facilities Committee chair Van Phillips. Mr. Phillips indicated that Friends President Larry French and Vice-President Audrey Burghardt met with him and the County Librarian. The meeting focused on plans that were developed for the potential use of the Stein Building by a Friends task force. The plan would utilize about 8,000 square feet of the building. It was estimated that it could take up to half a million dollars to build out and renovate the unused portion of the building. With neither TCPL nor the Friends ready to finance such a build out, working with the City of Lafayette Economic Development department offers a great opportunity. There are several topics that need serious consideration for the project including parking, utilities, maintenance, and access to the building. Mr. Phillips commented that President French conveyed that the Friends would like to use the space if it was available, but realize they could not fund this activity at this time. Also, Mr. French wanted to go on record that the book sales inside the library work really well right now and the Friends are satisfied with the current set-up. Also, he stated the need for a potential expansion of the online sales office. During the Facilities committee report to the Board meeting, Mr. Phillips asked Mr. French to further elaborate on his comment. President French stated that with the success of the online sales and more people working in the office, on an operational basis, an expanded space would serve the Friends better. In concluding his report, Mr. Phillips indicated a future review of the online sales office space would occur.

Under **Other Reports**, Friends President Larry French reported on two upcoming events. He reminded the Board that the next Friends booksale will be held on March 16<sup>th</sup>-18<sup>th</sup> and the Friends annual meeting will be held on March 19<sup>th</sup> at 6:30 p.m. The election of new officers and new Board of Director members will take place. Mr. French also indicated the Friends were experimenting with an "E-Newsletter" for their members. Almost \$5,000 is spent annually on the printed newsletter and currently about 380 out of 550 members have signed up for the electronic newsletter.

Under the heading of **Old Business**, the County Librarian directed the Board's attention to two policies previously presented to the Board. The Board requested the policies be submitted to attorneys for legal review. After getting feedback from attorney Bob Bauman, who indicated no changes were necessary, the two policies were presented for the Board's final approval. The Capital Fixed Asset policy is a new policy that guides the tracking and inventory of fixed assets. The Staff Meeting Policy is being revised to eliminate the requirement for 20 hour staff members to attend the monthly staff meeting. Mr. Phillips moved to approve the Capital Fixed Asset Policy as presented. Board member Ed Perez provided a second to the motion and the

motion passed. Ms. McClure moved to approve the revised Staff Meeting Policy as presented. Mrs. Grover seconded the motion and the motion passed.

Under the heading of **New Business** the County Librarian presented a list of surplus computer equipment that was replaced by newer equipment. In addition to older computers and monitors, the list included an outdated credit card machine and four older copiers from the Campus Library. The older copiers were replaced with new printer/copiers. Also, with a recent change in magazine holdings, there were about 400 magazine plastic storage boxes not longer useful to TCPL. Mrs. Grover moved to approve the Surplus List as presented. Mr. Perez provided a second and the motion passed. Also under **New Business**, the County Librarian referred to recent correspondence from the Indiana Public Retirement System (INPRS). TCPL was formally notified of its mandated employer contribution rate for the 2014 calendar year which the INPRS Board of Trustees set at 11%. The current employer contribution rate is 9.5% up from the 8% in 2012. The County Librarian sought Board approval of the mandated 2014 rate to assist with record keeping of this fiduciary responsibility. Ms. McClure moved to approve the 2014 INPRS employer contribution rate at 11%. Mr. Perez seconded the motion and the motion passed. Finally, the Board reviewed the list of recommended employees and associated costs for "performance pay increases" based on work accomplished in 2012. Mrs. Grover moved and Ms. McClure seconded a motion to approve the Performance Pay list of employees and their wages as presented. 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 20491 through 20603. The prewritten claims were \$290,920.98 and the regular claims were \$115,105.84 for a grand total of \$417,432.64. Mrs. Grover 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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