

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

May 3<sup>rd</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, April 29<sup>th</sup>, 2010 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

**ABSENT:**

Jerry Withered, Member

**ATTENDING**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Larry French, Friends President

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

Ms. McClure moved the **Board Minutes** of April 6<sup>th</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 shared that the initial results of the first-time inventory of the downtown materials collection appeared to be very beneficial. The inventory process took about 4 months with most of the physical work (301 hours) taking place in January and February. The inventory shows that the library collection loss rate is very low with most collections showing less than one percent loss. This establishes a base-line loss rate that will be helpful in comparing future inventories. Items that were not found by staff were withdrawn from the library's catalog as well as items found that already showed being withdrawn. The Campus Library recently finished their portion of the inventory with the next step being running reports for comparative results. The Mobile Library collection has been done and Klondike's inventory will start in May. Also, Mr. Holman reported that the parking lot of the downtown library is scheduled to be paved starting Monday,

May 3<sup>rd</sup>, 2010. The entire lot will be paved in sections and the library is expected to remain open during the activity. The Facilities Coordinator will oversee the project. Also, new emergency lighting was installed in Automation's LAN room where the library's computer servers and routers are located. Finally, he mentioned the Joint Board meeting of the Campus Library was held earlier today. President Hicks shared information related to the meeting. She mentioned the Joint Board elected new officers with TCPL in the position of chair. She will serve as chair and Jerry Withered will serve as secretary. Also, she stated the Joint Board approved the shared operating costs agreement for the next fiscal year.

Board Secretary Mida Grover moved to approve the May 3<sup>rd</sup>, 2010 **Personnel Actions**. Board member Lora Goonewardene seconded the motion and it passed. Also, Mrs. Grover moved to approve merit pay provided in a lump sum amount for County Librarian Jos N. Holman. Ms. McClure provided a second and the motion passed. Mr. Hawkins indicated that the County Librarian's evaluation had an average of 3.68 on a 4.0 scale.

Under the heading of **Committee Reports** Board Vice-President Van Phillips presented a Facilities Committee report in the absence of committee chair Jerry Withered. Previously, Mr. Phillips e-mailed a couple of documents to the full Board related to the design-build process. He indicated the committee believed this approach would best serve the rehabilitation of the Stein Building. He reminded the committee that because drastic changes are not being planned for the Stein Building, the design-build process will assist in getting the work done in phases because it is not financially feasible to do all the work at one time. Mr. Phillips stated the initial phase would include relocating the technical services department into the building. He highlighted five key components, which included working space, receiving/shipping, bathrooms, an entry connection from the Main building, and potentially the shelter with loading access for the Mobile Library as discussed in the past. Mr. Phillips made several comments about the entire activity and reminded the Board that only one-fourth to one-third of the building would be used for this first phase. After a few questions and comments from the Board, Mr. Phillips moved to go forward with soliciting proposals from the builder/contractors with the five functions listed above and security for the building. Mrs. Grover provided a second to the motion and it passed.

Under **Other Reports**, Friends President Larry French gave a report on Friends activity. He mentioned that the 2009 audit of financial records went well with one minor change reported. Mr. French stated the Friends online sales had \$18,000 in projected revenue for 2009 and was well on the way to meeting that figure. The Friends are looking for new long-term volunteers to learn about and work with online sales.

Also, under **Other Reports**, the County Librarian shared background information related to the Adult Audio Cassette talking books. The crowding in the media room of the downtown library is causing staff to look for options for reshelving materials. It is believed that eliminating the adult audiocassette

talking book collection will help with the overcrowding. The adult audio CD books will not be included. Statistical information was given related to the decrease in circulation for adult audiocassette talking books. The numbers show a drastic decline from more than 30,000 in 2003 to less than 4,000 items in 2009. The availability of new audiocassette titles has substantially dwindled as well. TCPL will look into the possibility of using the adult audiocassette titles with the Library LINK program sponsored by Outreach. Also, there is no set date for withdrawal of this collection, it will occur sometime in 2010.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian presented information related to the Re-Employment Policy in TCPL's Personnel Code. He reminded the Board about the initial date when the policy was adopted. Also, he gave his perspective that the policy appears to establish a difference between employees who are rehired after more than one year or rehired in less than one year. In the past eight years, there has been very little, if any, use of this policy. The current practice is that all employees are treated as new employees. Management team was not able to figure out any specific advantages to this policy or the loss of staff benefits in the absence of the policy. The recommendation is to delete the policy to alleviate any misinterpretation of the policy and to continue the current practice. Ms. McClure moved to delete from the Personnel Code I.A.9 Re-Employment. Mrs. Grover seconded the motion and it passed. Next, the County Librarian presented the information related to the Leave of Absence Policy in TCPL's Personnel Code. Though there was a revision of this policy in 2007, there are additional changes that will help provide consistency in the interpretation/application of this policy. The 2007 change allowed the County Librarian to handle leave requests of 2 weeks or less. The recommended change involves deleting specific reasons that a leave of absence without pay may be requested. Presently, the list of specific reasons is modified by the statement: "which would make it imperative for the staff member to remain away from his or her position." After discussions with management team, the suggested revision is to delete the specific reasons and use the word "reason". The authority for approval by the County Librarian and the Board remains intact. Also, included is a limit to the amount of time of leave without pay. Mrs. Grover moved to revise the I.G. Leaves of Absence policy with noted changes. Mrs. Goonewardene provided a second to the motion and it 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 16273 through 16381. The pre-written claims were \$415,446.04 and the regular claims were \$105,363.95 for a grand total of \$520,809.99. Board member Laura Goonewardene seconded the motion and it passed.

There were no **Comments from the Public**.

Ms. McClure moved to adjourn the regular board meeting at 8.37 p.m.  
Mr. Hawkins seconded the motion and it carried.

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Mida Grover, Secretary

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