

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 2nd, 2011

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 28, 2011 in conformity with the Indiana Open Meeting Act.

PRESENT:

Sarah J. Hicks, President
Mida Grover, Secretary
Dinah McClure, Treasurer
Brandon Hawkins, Member

ABSENT:

Van Phillips, Vice-President
Lora Goonewardene, Member
Jerry Withered, Member

Guests:

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

President Sarah Hicks chaired the regular Board meeting and called it to order at 7:35 p.m. A quorum was declared to conduct business for the library. A public hearing for Additional Appropriations was held prior to the regular Board meeting. No members of the public were in attendance.

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

Ms. McClure moved the **Board Minutes** of April 5th, 2011 be approved as presented. Mrs. Grover provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items of note. He mentioned that the Campus Library has scheduled a series of social networking classes for library customers. The classes include topics such as Facebook, Flickr, Twitter, and LinkeIN. With these presentations being created in Powerpoint, the sessions are able to be repeated at other TCPL buildings. Also, Mr. Holman pointed out that initial steps are being taken to speed up communications to library customers which will also trim TCPL's postage budget in 2012. TCPL will encourage library customers to use email or telephone notification for basic communication of TCPL hold notices and early overdue notices. The change begins this May as TCPL mails postcard alerting customers of the impending

change so that customers may indicate their preference for notification by August 31, 2011. The change is slated to be fully implemented early this fall. Finally, Mr. Holman reported that the Joint Board meeting scheduled for Monday, May 2nd was cancelled due to the lack of a quorum. The meeting will be rescheduled. President Hicks indicated that the Joint Board has struggled to meet a quorum requirement in the past. She suggested we explore options to facilitate the meeting by either meeting electronically or changing the attendance requirement.

Mrs. Grover moved to approve the May 2nd, 2011 **Personnel Actions**. Board member Brandon Hawkins seconded the motion and it passed unanimously.

There was one **Committee Report**. As chair of the Personnel Committee, Mrs. Grover reported on a follow-up to a topic related to pay increases for staff members already at their maximum pay. She indicated that a consistent approach is needed to award "performance pay" to these individuals. The committee agreed on an approach and made a recommendation to incorporate into Board policy the following statement representing this position: "Increases in pay beyond the top of the maximum salary range will be recognized with a lump sum." Mrs. Grover requested the draft policy be presented at the next Board meeting. The County Librarian is expected to complete this task and bring it to the full Board. Also, Mrs. Grover commented on the evaluation of the County Librarian and indicated a desire to recognize the work of Mr. Holman. She made a recommendation for an increase in pay. There was discussion about if the increase should be a lump sum amount or an increase added to current wages. Mrs. Grover moved the County Librarian received a three percent increase added to his current pay and based on a successful evaluation. Mr. Hawkins provided a second to the motion and the motion passed.

Under **Other Reports**, Friends President Larry French reported on recent Friends activities. He stated the Friends Board decided to discontinue the sale of record albums. Any donated records will be passed on to other organizations, i.e. the West Lafayette Public Library. Also, Mr. French commented on the Friends of TCPL making a presentation at the upcoming ILF District II Conference. He noted that our Friends group was the only Friends group on the program. Finally, he reported the Friends appointed a new representative to TCPL's Foundation. Cele Freeman was appointed to serve replacing Jason Boley whose schedule precluded him from serving as appointed.

Also, under Other Reports, the County Librarian gave an update of the Stein Building Project. Kyle Copelin of the Troyer Group, Inc. continues to work with closely with the County Librarian to move the project forward. Mr. Copelin is working with the other Troyer employees to develop construction documents. It is expected that the documents will be available in early June. Several minor details are being resolved via email. Primary responses are

being agreed upon by Amy Paget, Neal Starkey and the County Librarian. Presently, it is anticipated that construction inside the Stein Building will begin in late summer with Technical Services staff relocating as early as possible this fall. Once the staff relocates, remodeling of the vacated space for the “technology center” will begin.

There was no **Old Business**.

Under **New Business** a Resolution for Additional Appropriations was presented. The County Librarian shared information about the background and current status of the additional appropriation process. With the public hearing just prior to the Board meeting, passing the resolution was the final action for the Board. Once approved, the County Librarian will submit paperwork to the Department of Local Government Finance (DLGF) and wait for approval of the additional appropriation. The amount is \$546,000 which goes toward the Stein Building project. Ms. McClure moved to approve the Additional Appropriation Resolution and forward it to the DLGF. Mrs. Grover seconded the motion and it passed.

Finally, the County Librarian requested input and direction regarding the future 10-year anniversary of the Tippecanoe County Ivy Tech Library. The building officially opened in January 2002 but the grand opening was held in April 2002. Mr. Holman wanted to get a sense of what size celebration would be appropriate. Board members suggested going with an April anniversary dates and that a low key “punch and cookies” type activity might serve the purpose. President Hicks suggested getting additional input from the Joint Board as to what they might like to see. Mr. Holman indicated he would pursue the suggestion.

Under **Other Business**, Ms. McClure moved to approve the grand total of the May claims listing presented by the County Librarian starting with claim number 17854 through 17969. The pre-written claims were \$345,355.79 and the regular claims were \$110,296.14 for a grand total of \$455,651.93. Mrs. Grover seconded the motion and it passed.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:29 p.m. Mrs. Grover seconded the motion and it carried.

Mida Grover, Secretary

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