

**TIPPECANOE COUNTY PUBLIC LIBRARY**

**REGULAR BOARD MEETING**

627 South Street, Lafayette, Indiana

**November 5, 2012**

**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, November 1st, 2012 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

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

**ABSENT:**

Sarah J. Hicks, Treasurer

**GUESTS**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Marina Neal, Public Relations/  
Communications Coordinator

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

Board member Dinah McClure moved the Board Minutes of October 2<sup>nd</sup>, 2012 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 several items from his monthly report. Mr. Holman reported that the TCPL Foundation finalized its annual appeal communications to donors. He shared that TCPL staff developed the ideas for the annual appeal while an outside vendor designed the brochure. The appeal focuses on technology for youth services with plans to purchase new computers, laptops, and tablets, with youth appropriate software. Mr. Holman shared that as TCPL prepared for the Mobile Library's annual Department of Transportation inspection, several issues were found with the suspension and braking systems. After checking with several vendors

and through discussions of estimates and repair options, the determination was made to have a local company perform over \$6500 in repairs, which will help with the long-term continued use of the vehicle. Next, Mr. Holman mentioned that in September, TCPL conducted its annual purge of library card accounts. 2,951 cardholders were purged based on library customers who had not used their card in 5 years. These cardholders were in good standing and did not owe any money to TCPL. Also, September was National Library Card sign-up month and TCPL ended the month with 109,346 registered users, a 34% increase from September 2011. Finally, Mr. Holman pointed out that the final program of the Building Common Ground Initiative takes place on Sunday, November 18<sup>th</sup> from 2-5 p.m. The program will focus on the production of digital audio and video recordings about personal experiences with compassion.

Mrs. Grover moved to approve the November 5<sup>th</sup>, 2012 **Personnel Actions**. Board member Lora Goonewardene seconded the motion and it passed unanimously.

There were no **Committee Reports**.

Under the heading of **Other Reports**, Friends Vice President Audrey Burkhardt reported for President Larry French who was unable to attend. Mrs. Burkhardt reported on several Friends activities. She shared that the September book sale's final tally was \$17,500. Also, that the online sales for 2012 had already reached \$28,672 averaging more than \$2000 per month. Vice President Burkhardt mentioned that Richard Doyle Carson would be the Friends appointment to the Foundation board. Also, she reported that Suzanne Cunningham would serve as book sale co-chair with co-chair Larry French in 2013.

Also under the heading of **Other Reports** the County Librarian spoke briefly about the anticipated 2013 bonding activities for TCPL. The final payment for the general obligation bonds that financed the Klondike Branch will be paid off in December 2013. In order to issue a new bond for construction of the "East Branch" in 2014 TCPL will need to interact with financial advisors early in 2013. The Board decided the Finance Committee should take the lead and meet with representatives of Umbaugh and Associates. As appropriate, the Finance Committee will get options for the bond and then make recommendations to the full Board.

There was no **Old Business**.

Under the heading of **New Business**, the County Librarian presented background information supporting a recommendation for several personnel related changes. The primary objective is to create a

new full-time Communications Assistant position that will help centralize the work associated with printed and electronic marketing materials including press releases. Multiple factors have come together to support and facilitate this change. Mr. Holman explained how the new position would be funded from existing personnel hours and how the position would work under the guidance of the Communications and Marketing Coordinator. Also, he mentioned that a few other changes related to job titles and exempt status were part of the scenario. There were a few questions from Board members including a clarification on who the new position would report to and the changed job title of the Communications and Marketing Coordinator. After some discussion, the Board approached each job description independently. Ms. McClure moved to change the job description of the Facilities Coordinator to reflect a non-exempt instead of exempt status. Mrs. Grover provided a second and the motion passed. Mr. Perez moved to approve the creation of a new Communications Assistant as a full-time 40-hour position based on the draft job description and the change in job title and FSLA status for the Communications and Marketing Coordinator position. Mrs. Goonewardene seconded the motion and the motion passed. Finally, Mr. Phillips moved to approve the changes in the Reference Administrative Aide position including the change from a 40-hour to a 30-hour position. Mr. Perez provided a second and the motion passed. Also under the heading of **New Business**, the County Librarian shared his observations regarding the vacated space where public pc's and Internet access previously occurred. With the Portal being operational, TCPL needs to repurpose the space. Mr. Holman indicated the management team reached a consensus that the space could be adapted for research using microfilm equipment for the short-term. Mr. Holman sought input from the Board on alternative short-term or long-term options. The board agreed that using the space for microfilm customers was acceptable for now and that it preferred a recommendation for long-term use come from the County Librarian. Finally, under **New Business**, the 2013 health insurance renewal was briefly discussed. The CIGNA representative and appropriate TCPL staff met and reviewed the renewal, which came in at 9%. Benefits remain the same in the renewal plus a couple of mandated minor changes based on the Health Care Reform Act. The County Librarian recommended renewing the health insurance maintaining the same staff contribution amount. He acknowledged the Personnel Committee of the Board did not have the opportunity to review the recommendation prior to the meeting. After brief discussion, the Board President suggested no action be taken and directed the Personnel Committee to review the information and bring forth a recommendation at the next meeting. The County Librarian agreed to work with the committee on the topic. Mr. Phillips suggested TCPL look into the Wellness Center operated by the County indicating there could be some real cost savings on prescriptions and routine illnesses. The County

Librarian inquired about his role initiating direct contact with local politicians. The Board directed the County Librarian to move forward on contacting the County Council President and the Chief Commissioner to get information about the possibility of TCPL staff members participating in the Wellness Center. The County Librarian indicated an inter-agency agreement would likely be needed to accomplish this type of collaboration.

Under **Other Business**, Ms. McClure moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 20032 through 20155. The prewritten claims were \$422,767.91 and the regular claims were \$134,390.08 for a grand total of \$557,157.99. Mr. Phillips seconded the motion and it passed.

There was no **Other Business**.

Mr. Phillips moved to adjourn the regular Board meeting at 8:38 p.m. Mrs. Goonewardene seconded the motion and it carried.

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Van Phillips, Secretary

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