

**TIPPECANOE COUNTY PUBLIC LIBRARY**

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

October 6, 2009

**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, October 1<sup>st</sup>, 2009 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Dinah McClure, President  
Brandon Hawkins, Vice-President  
Sarah J. Hicks, Treasurer  
Mida Grover, Secretary  
Van Phillips, Member

**ABSENT:**

Lora Goonewardene, Member  
Jerry Withered, Member

**ATTENDING**

Jos N. Holman, County Librarian  
Amy Paget, Assistant County Librarian  
Stephanie Schmitz, League of Women Voters  
Staff Member, Jennifer Maguire

President Dinah McClure chaired the regular Board meeting and called it to order at 7:31 p.m. A quorum was declared to conduct business for the library.

Board Vice President Brandon Hawkins led the Board in reciting the Pledge of Allegiance.

Board Treasurer Sarah Hicks moved the **Board Minutes** of September 1<sup>st</sup>, 2009 be accepted as presented. Board member Van Phillips provided a second and the motion passed.

Mr. Holman highlighted a number of items from the **County Librarian's Report**. He reported that TCPL received \$11,200 in refund dollars from Verizon as part of the Federal e-rate program. Terry Travis is the staff member responsible for efficiently preparing TCPL's application's each year for refunds of Universal Service Fund discounts for our phone lines. Mr. Holman pointed out that ILF's September issue of the *Focus on Indiana Libraries* newsletter included an article on the Klondike Branch and its official designation as a Certified Wildlife Habitat by the National Wildlife Federation. Also, the article noted the circulation success of our newest branch. He shared that a change in TCPL's circulation practice will take place on October 2. From that date forward, each library card will "expire" on

an annual basis to assist staff in the verification of a library user's contact information. Each library customer will confirm there are changes or not in their personal information and then CIRC staff will swiftly complete the renewal of their library card. Also, the yearly purge of the TCPL library customer database will take place on the same day. Any account that has been inactive for the last five years and with no outstanding fines/fees will be purged. Computer lab customers will not be impacted by this action and we anticipate more than 3,000 records being deleted. Mr. Holman shared that in reporting on the next meeting of Joint Board for the campus library, it is incorrect suggesting that elections will be held. Elections of Joint Board take place in May. In order to get the activity on personal calendars, Mr. Holman reported that the Youth department will host notable and Grammy award winning singer Ella Jenkins on Thursday, November 12<sup>th</sup>. Ms. Jenkins has been writing and performing songs for young children for over 40 years. Local schoolteachers are excited about the performance by Ms. Jenkins and the morning session is already filled. Finally, based on a small number of complaints received over the past 4 months, TCPL public service department heads started a discussion on noise levels in the downtown building. It seems prudent to set a level of expectations regarding noise in the library and how the staff will handle noise levels on a consistent basis. A small sub-committee of public services staff will make recommendations on specific ways to handle and manage noise from a staff perspective.

Board Vice President Brandon Hawkins moved to approve the October 6<sup>th</sup>, 2009 **Personnel Actions**. Mrs. Hicks seconded the motion and it passed unanimously.

No **Committee Reports** were presented.

Under **Other Reports**, in her absence Friends President Susan Robey requested the County Librarian report that the most recent book sale raised about \$16,400. Their next book sale is scheduled for December 3 – 6.

Under the heading of **Old Business**, as Personnel Committee chair, Mr. Hawkins provided background information on the Singer Group, Inc. compensation study. Mr. Hawkins stated, "He wanted to make sure there was not a perceived 'end run' around the full Board" with decisions regarding the study. He reminded the Board of the previous decisions to cease "across the board" increases in the current format, to change longevity from how it is currently applied, and to finalize if merit is a "lump sum payment" or some other type of distribution. Mr. Hawkins reiterated that the County Librarian is supposed to provide a proposal with a recommendation for longevity and merit after looking at other libraries. Also, Mr. Hawkins reminded the Board that decision had already been made to adjust the first three grades.

Now, the Board should consider any action on the current unaffected grade recommendations from the compensation study. The Board discussed the topic including the consideration of 2010 budget implications, the overall

cost of adjusting the remaining grades, and the impact on staff perspectives of these changes. The County Librarian cautioned the Board to be fully aware of other implications of the study recommendations, for example maximum pay for each position.

After quite a bit of discussion and final comments by the County Librarian, Mr. Hawkins moved implementation of the salary adjustments for grades 6 through 11 as proposed in the Singer Group compensation study report, effective January 1, 2010. Mrs. Hicks provided a second to the motion and the motion passed on a 5-0 vote.

Mr. Hawkins stated the Personnel Committee and the County Librarian would continue to work to clarify how employees move through the range.

Under the heading of **New Business** the Board considered the adoption of the 2010 budgets. After brief comments by the County Librarian, Mrs. Hicks moved to adopt the 2010 Operating and BIRF budget for submission to the County Auditor. Mr. Phillips seconded the motion and the motion passed. Also, the County Librarian asked the Board to consider a resolution to *Petition to Appeal for an Increase to the Maximum Levy*. This action would formalize an attempt for TCPL not to lose \$97,042 of its current levy because of a data calculation in the assessed value for the 2009 budgets. Mr. Phillips moved to approve the resolution and Mr. Hawkins provided a second. The motion passed.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 15364 through 15507. The pre-written claims were \$331,642.57 and the regular claims were \$182,447.13 for a grand total of \$514,089.70. Mrs. Grover seconded the motion and it passed.

There were no **Comments from the Public**. Under **Comments from the Board**, Mr. Phillips shared information about his recent attendance at an ILF Legislative Day event. He commented on potential legislation in the upcoming state legislative session that could impact all public libraries in Indiana. Mr. Phillips was ultimately interested in developing a consensus of the Board's stance on these issues for future opportunities for input when these same issues resurface. Because of the complexity of the issues, President McClure requested Mr. Phillips put some things in writing for Board member's understanding and reference. Mr. Phillips agreed to do so.

Mr. Phillips moved to adjourn the regular board meeting at 8:10 p.m. Mrs. Hicks seconded the motion and it carried.

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Sarah Hicks, Treasurer

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