

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
May 5th, 2008

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, May 1st, 2008 in conformity with the Indiana Open Meeting Act.

PRESENT:

Brandon Hawkins, Vice-President
Patricia Garrott, Secretary
Sarah J. Hicks, Treasurer
Mida Grover, Member
Van Phillips, Member
Jerry Withered, Member

ABSENT:

Dinah McClure, President

ATTENDING:

Winnie Adler and Stephanie Schmitz, Members of
League of Women Voters
Jos N. Holman, County Librarian
Amy Paget, Assistant County Librarian

Vice-President Brandon Hawkins chaired the regular Board meeting and called it to order at 7:32 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 Secretary Patricia Garrott moved the **Board Minutes** of April 1st, 2008 be accepted as presented. Board member Sarah Hicks provided a second and the motion passed.

Mr. Holman highlighted a number of items from the **County Librarian's Report**. He reported the Bureau of Motor Vehicles initiated a statewide campaign for online renewal of vehicle registrations and encouraged Indiana citizens to visit local libraries to do so. The Secretary of State provided brochures announcing the activity to every public library in the state. Mr. Holman shared that the withdrawn children's music cassette collection was given to the Tippecanoe School Corporation. The youth

services department transferred the items to the TSC media center and the Friends were consulted regarding the donation. Also, he mentioned some external grounds work was done at the main library including a spring clean up of the grounds and the installation of mulch. Also, taller shrubs at the corner of 7th and South streets were pruned in response to recommendations in the security audit. Finally, Mr. Holman informed the Board that on Wednesday, May 7th, the Indiana State Library scheduled a final public hearing on the new certification guidelines. Also, the ISL sent a letter to each Board member about reasons for the change in the certification process. Board members asked several questions about the certification process and the impact on TCPL. Mr. Holman responded with some background information about this change, reaction to it, and the possible impact on TCPL.

Mrs. Garrott moved to approve the May 5th, 2008 **Personnel Actions**. Mrs. Hicks seconded the motion and it passed unanimously. Mr. Hawkins shared that Board President Dinah McClure requested the information under the heading of Communications be deferred until the next meeting.

Under the heading of **Committee Reports**, Mrs. Garrott reported for the Personnel Committee. She shared that the Board received a draft “request for proposal” (RFP) that was emailed prior to the meeting for Board member input and review. The RFP will be used to solicit requests for a wage/salary study conducted in 2008. The draft timeline for the wage/salary study was shared. It included the RFP being sent out about May 18th, responses expected in the middle of June, and a consultant recommendation in July. Then the study would be conducted over the summer so the Board can consider the full recommendations in October or November. Board members suggested including the “cost of living” as a factor in the study and attaching the anticipated time line for the study with the RFP. Also, Mrs. Garrott reported the Personnel Committee expects to research health savings accounts in 2008 and will work on the annual evaluation of the County Librarian.

Under **Other Reports**, Friends President Susan Robey was absent but requested the library Board be informed of the dates of the next book sale. The County Librarian complied with the request and mentioned May 30 to June 2 are the dates with “Get It While Its Hot!” being the theme of the next sale.

Also, under **Other Reports**, the County Librarian provided the semi-annual update on the Action Plan of the Strategic Plan. Mr. Holman shared a few progress notes on various initiatives and answered a few questions for further clarification. Also, he mentioned this was the last year of the current strategic plan.

Under **Old Business**, the Board heard a brief update from Mrs. Hicks regarding the tabled motion on the banking recommendation. Mrs. Hicks reported a couple of distinctions between the two banks being considered and indicated the Finance Committee had a recommendation. The motion was removed from the table. Mrs. Hicks moved to change TCPL's banking business to Old National Bank. Board member Van Philips provided a second to the motion and it passed.

Under **New Business**, the County Librarian informed the Board that the summer reading program video collaboration with Purdue University and the Indiana State Library had been completed. As a result of ISL funding of the project, there is a need for TCPL to pay Purdue for the video project and be reimbursed by OSL at a later date. In order to complete the paperwork for TCPL reimbursement, ISL requested TCPL's Board approve a resolution to facilitate the paperwork. Mr. Phillips moved to approve the Certificate of Resolution as presented. Mrs. Garrott seconded the motion and it carried.

Under **Other Business**, Mrs. Hicks moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 13082 through 13245. The pre-written claims were \$252,552.76 and the regular claims were \$152,857.47 for a grand total of \$405,410.23. Mrs. Garrott seconded the motion and it passed.

Also, under **Other Business**, Mrs. Garrott shared that the County Librarian requested the Board consider "by consensus" to grant him authority to include merit increases in May payrolls with a formal request of approval at the June meeting. By consensus, the Board said okay. Also, Mr. Hawkins mentioned no specific date has been set for the Board retreat. Although, President McClure chose a date, it did not work for every Board member. The Board President will continue to work on a retreat date.

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

Mrs. Garrott moved to adjourn the regular board meeting at 8:23 p.m. Mrs. Hicks seconded the motion and it carried.

Patricia Garrott, Secretary

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