

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

November 5, 2019

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 31, 2019 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, Vice-President
Dave Lahr, Treasurer
Stephen Bultinck, Secretary
Brandon Hawkins, Member
Mary Springer, Member
Mida Grover, Member

ABSENT:

Lora Goonewardene, President

GUESTS

Nate Secrest, Kettelhut Project Manager
Brad Deno, Co-Owner, Kettelhut
Jos N. Holman, County Librarian

Vice President Gail Summers chaired the regular Board meeting and called it to order at 7:02 p.m. A quorum was declared to conduct business for the library.

Board Secretary Stephen Bultinck led the Board in reciting the Pledge of Allegiance.

Board member Mida Grover moved the **Board Minutes** of October 1st, 2019 be approved as presented. Board Treasurer Dave Lahr provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on two library topics. Mr. Holman reported TCPL developed an RFP (Request for Proposals) for a succinct Opening Day Collection (ODC) for the South branch. The RFP was sent to three major vendors qualified to provide an ODC with an estimated 12,000 items for about \$250,000. Delivery is expected early March 2020. Head Technical Services Librarian Liz Woytinek and Neal Starkey reviewed responses to the RFP and recommended Baker and Taylor be selected to provide these services. The County Librarian will sign the quote to formally award the work. Mr. Holman indicated Head Outreach Librarian Marlene Darnell has been transferred to the position of Branch Manager of the Klondike Branch. Marlene has worked for TCPL since 2005, working as Head Outreach Librarian for the past five years. The remaining two full-time staff members in Outreach will be supervised by Neal Starkey through the end of the May schedule. Finally, a Board member asked Mr. Holman about the Library Journal Director's Summit in Tulsa, Oklahoma. Mr. Holman responded with a few details about the continuing education activity and mentioned he would share a summary of the activity with the Board.

Board member Brandon Hawkins moved to approve the November 5th, 2019 **Personnel Actions**. Mr. Bultinck seconded the motion and it passed unanimously.

There was one **Committee Report**. Reporting for the Personnel Committee, Vice President Summers mentioned the committee met on October 29 to discuss two topics. Human Resources Coordinator Steve Berman and the County Librarian also attended the meeting. The committee reviewed the health insurance renewal offered by CIGNA insurance. The second topic focused on several paid leave policies with brief modifications connected to the total accrual amount. Mrs. Summers indicated the topics and recommendation would be discussed under the heading of New Business. Mr. Hawkins indicated the Ad Hoc Naming committee would delay its report until an additional review when further information is received from the library's attorney. No action was taken.

Under the heading of **Other Reports**, Friends President Jan Bessler was unable to attend the meeting. No report was given for the Friends. Also, under the heading of **Other Reports**, Kettelhut Project Manager, Nate Secrest presented an update on the construction progress of the South branch. Mr. Secrest provided a one-page handout with a few photos and a summary of construction activities. He indicated the building is 65% complete with enclosed windows and doors. Temporary heat is being used and there is ongoing masonry work. 80% of the drywall work is done with anticipated permanent installations of the mechanical and electrical systems with plumbing completed in January. Future work will concentrate on painting, flooring, and casework. The building is on track to be finished March 2020. Mr. Secrest mentioned one challenge with the building included a wet May 2019 which impacted work on the building's foundation. He stated the soil compaction approach resolved this issue and confirmed the cost for this work was paid by Kettelhut as Construction Manager at Risk. The Board thanked Mr. Secrest for his report.

Under the heading of **Old Business**, the draft Gift Acceptance and Naming Facilities policies were tabled.

Under the heading of **New Business**, the County Librarian provided background information on the health insurance renewal offered by CIGNA. The Personnel Committee of the Board met to review this major benefit for eligible staff members along with recommended changes. Mr. Holman mentioned TCPL has been with CIGNA Health for the past decade or so and the renewal came in at a reasonable increase of 8%. The two changes involved including high cost prescriptions in the stop loss coverage and an increase of the stop loss from \$25,000 to \$30,000. Mr. Hawkins moved to approve the 2020 health insurance renewal with CIGNA based on information included in the Executive Summary. Mr. Lahr provided a second to the motion and the motion passed. Eligible TCPL staff members will participate in open enrollment during the month of December. Also, under the heading of **New Business**, the County Librarian shared background information on several draft policies associated with paid leave benefits. Over several meetings, the County Librarian and department heads discussed options to revise vacation and sick leave policies. Primary drivers of the discussions included alternative uses of paid leave, the reduction of carry-over leave time at year end and limiting financial liability with staff member resignations. In final meetings which included Human Resources Coordinator Steve Berman, consensus was reached on the philosophical aspects of the topics. Within the content of the appropriate policy, the recommendation is to add language to modify the maximum carry-over balance for vacation leave. Also, a recommendation to add language that implements some level of compensation for sick leave upon resignation or retirement is included for each appropriate policy. There was lengthy discussion by the Board on various facets of the recommended changes. Two specific topics were the time line for implementation and how to get staff to the new maximums. Vice President Summers indicated the Personnel committee supported the changes. Mrs. Grover moved to approve

the changes in the *Vacation, Sick Leave, Resignation, and Retirement* policies. Mr. Lahr provided a second. There was additional Board discussion based on a draft document showing the numerical examples the changes would address. A couple of suggestions were made about the format of the document. It was also made clear high sick leave balances still needed to be addressed. The motion was voted on with four votes in favor of the motion and one vote against the motion. The motion passed. The policies will undergo a legal review.

Finally, under the heading of **New Business**, the Board considered a “Leave of Absence” request submitted by a part-time staff member. After a brief discussion, Mr. Bultinck moved to approve the leave of absence request as presented. Board member Mary Springer seconded the motion and the motion passed.

Under the heading of **Other Business**, Board Treasurer Dave Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 29092 through 29197. The prewritten claims were \$218,621.88 and the regular claims were \$783,561.91 for a grand total of \$1,002,183.79. Mr. Bultinck seconded the motion and it passed.

Under the heading of **Comments from the Board**, Mr. Lahr shared information on the recent “exit conference” with auditors from the State Board of Accounts. Mr. Lahr commented on when the final report would be available to TCPL and a couple of specific approaches the auditors wanted TCPL to consider. More information about the audit will be forthcoming. Also, under **Comments from the Board**, Mrs. Springer shared positive comments about the 30th anniversary celebration. Overall, the Board and the County Librarian were pleased with the celebration and thought it was successful.

Under the heading of **Comments from the Director**, Mr. Holman briefly mentioned two new selector positions were being developed to assist with centralized materials collection selection. Draft job descriptions will eventually be brought to the Board Personnel Committee before the topic is brought to the full Board.

There was no **Other Business**.

Mr. Bultinck moved to adjourn the regular Board meeting at 8:15 p.m. Mrs. Grover seconded the motion and it carried.

Stephen Bultinck, Secretary

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