

**TIPPECANOE COUNTY PUBLIC LIBRARY**

December 20, 2002 – 4:30PM

**SPECIAL BOARD MEETING**

627 South Street, Meeting Room B, Lafayette, Indiana

**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 December 18, 2002, in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Jerry Withered, President  
Prella McBride  
Van Phillips, Treasurer  
Pat Garrott, Vice-Treasurer  
Juan Lewis, Vice-President  
Dinah McClure

**ABSENT:**

Jerry Withered, President

**ALSO ATTENDING:**

Jos N. Holman, County Librarian  
Jamie Yeary, Administrative Assistant

Vice-President Lewis called the meeting to order and called the roll to establish that a quorum was present for the conducting of business. Vice-President Lewis led the Pledge of Allegiance.

Mr. Holman briefly reviewed the county librarians report, highlighting that the completion of year-end financials was a big challenge, but everything was believed to have been completed correctly.

Mr. Taylor reported for the Facilities committee, recommending hiring K.R. Montgomery & Associates for the space allocation study. Motioned by Mr. Taylor and seconded by Mr. Phillips, it was approved. The committee requested Mr. Holman contact K.R. Montgomery & Associates and get a firm final proposal not to exceed the original dollar amount quoted by the company.

Mr. Taylor also added, that Mr. Holman is working with Mohler & Associates on the sloping sidewalk at the Campus library. It was recommended to put on hold till spring and re-look at the situation at that time.

Mr. Phillips reported for the Finance committee, stating that a letter from the Indiana State Board of Accounts made recommendations about the security and safety of TCPL's technology equipment. The committee

recommends these items be handled by the County Librarian and as appropriate be reviewed in conjunction with the facilities space study.

Mr. Phillips reported on discussions being held about potential capital projects to be supported with CPF funds from the County Council. The CPF committee is recommending the purchase of several new furnaces at the downtown location as the key capital project activity of 2004. Another potential project included a newer fire suppression mechanism for TCPL's LAN room. Mr. Phillips suggested the County Librarian start formatting a new CPF plan prior to January 7<sup>th</sup>. Mr. Phillips has communicated to several county council members any CPF requests for 2004 will not exceed the 2003 approved dollar amount.

The Nominating Committee reported that current TCPL Board officers have agreed to serve for another term.

Prella McBride, reporting for the Personnel Committee, stated the committee recommends a 3 percent increase to the Salary Schedule as the Cost of Labor increase for 2003. The decision for a percentage amount for the 2004 merit increase is being delayed at this time. Additional information will be shared in future recommendations.

#### **1. 2003 Library Closed Dates**

Mrs. McBride moved and Pat Garrott seconded a motion to approve the calendar of 2003 closed days for TCPL.

#### **2. 2003 Salary Ordinance Resolution**

Van Phillips moved and Dinah McClure seconded a motion to approve the resolution for the 2003 Salary Ordinance, which designates the beginning and ending dates of payroll for TCPL staff.

#### **3. 2003 Salary Schedule**

Dan Taylor moved and Pat Garrott seconded the motion to approve the 2003 Salary Schedule as presented. This schedule reflects the 3 percent increase for the Cost of Labor.

#### **4. Transfer of Funds**

Van Phillips moved and Dinah McClure seconded the motion to transfer funds by decreasing the specified appropriation balances and transferring the funds to the appropriate budget lines.

**5. Transfer of Appropriations**

Mr. Phillips moved and Pat Garrott seconded the motions to Transfer Appropriations and the 2003 Encumbrances be considered at the same time and approved as described by the director. Both motions passed unanimously.

**6. Election of 2003 Officers**

Based on the report of the Nominating Committee, Prella McBride moved and Dan Taylor seconded a motion to elect the slate of 2003 candidates for TCPL Board officers as presented. Jerry Withered will continue as Board President, Juan Lewis as Vice-President, Van Phillips as Treasurer, Pat Garrott as Vice-Treasurer, and Prella McBride as Secretary.

**7. Approval of Claims**

Mr. Phillips moved and Pat Garrott seconded the approval of Claims 3939 through 4031 in the amount of \$498,845.51 with \$19,305 being paid in prewritten checks.

Under public comments, Mr. Holman shared information about the staff dinner being held in January and encouraged members of the Board to attend.

There being no further business, Vice-President Lewis adjourned the meeting at 5:30 PM.

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Juan Lewis, Vice-President

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