

WEST LAFAYETTE PUBLIC LIBRARY BOARD
Celebrating nearly 85 years of library service to our community

**BOARD OF LIBRARY TRUSTEES MEETING
MINUTES FOR 2/10/10**

Board Members Present: Nancy Dunn (President), Al Altschaeffl, Linda Eales, Marybeth Miller, Jeffrey Schwab, and Library Director Nick Schenkel

Board Members Absent: O.L. Siebenthal, Mark Davis

Public present: Jeanne Sullivan, Treasurer, Friends of the West Lafayette Public Library

Location: Board Room of the West Lafayette Public Library, 208 W. Columbia

1. The meeting was called to order at 6:37 pm, at which time a quorum was determined. The agenda was unanimously approved as presented.
2. Secretary's Report: The minutes of the 1/13/10 meeting were unanimously approved as amended.
3. Treasurer's Report: The payment of claims was unanimously approved as presented. It was noted that the Duke Energy bill was reasonable given the recent cold weather. It was also noted that snow removal from the sidewalks, amphitheater, and garage stairs and third level was an added expense during the past month. The cost of renewing of our insurance policy for the library building and contents, the parking garage, and liability increased about 2.5% from last year.
Library Director Nick Schenkel reported that the county auditor hopes to distribute final property tax settlements next week.
4. President's Report: Board President Nancy Dunn shared 2 recent articles about the library from the Journal and Courier; one about library standards and one in which Nick was interviewed. Nancy recommended that library board members read the ILF report that comes to us via email.
5. Librarian's Report: Nick shared a written compliment from a patron on our music collection. Nick asks that board members try to attend the city strategic plan update on 2/18/10 at 6:00 pm at the library. The website for the upcoming Harry Potter exhibit has been approved (<http://www.lib.purdue.edu/info/harrypotter/>). The library is hosting a Harry Potter film festival on Friday evenings. Nick noted that he was elected to the IPLA board.

6. Old Business

- a. Evergreen Indiana update: Nick reported that the library staff has adjusted very well to the Evergreen system, particularly the intra-library loan, which has been quite active. The State Library will join the Evergreen system this spring.
- b. Gates Foundation update: Nick shared a spreadsheet of data from the Gates Foundation related to the public computer matching funds program. It was noted that we are required to match \$1,950 this year to purchase 3 public access computers and \$2,600 next year to purchase 2 computers. It was proposed that the matching funds come from the West Lafayette Public Library Foundation (\$1,500) and the Friends of the West Lafayette Public Library (\$490). The proposal was approved 4-1 with Trustee Al Altschaeffl voting in opposition.
- c. Capital Projects Fund 2010 and 2011: Nick and Treasurer Jeffrey Schwab presented a proposal to use capital project funds for the replacement of computer data switches and for the purchase of new public access computers so that the replaced computers can be put into service as self-checkout terminals. Jeff explained that the switches at 5 years old are considered obsolete and need to be upgraded for more power for future wireless usage. The estimated cost is \$13,000 for the switches and \$3,000 for the computers.

A lengthy discussion ensued.

The Board requested that Nick and Jeff prepare a strategic plan for computer-related expenses for presentation at a future meeting.

The Board unanimously approved the use of capital project funds to upgrade the computer switches and to purchase 2 new computers to replace 2 of the public access computers that will then be used for self-checkout stations. It was proposed that one station be in the children's area and one station be at the information desk.

Nick will have a garage projects overview at next month's meeting.

The Board needs to begin work on the 2011-2013 capital projects renewal fund so that it can be presented at the April city council meeting. It was noted that a special meeting may be needed to accomplish this timeline. {Post meeting note: a special meeting was held on 2/22/10 at 6:30 pm.}

7. New Business

- a. Salary schedules: Nick presented the proposed salary schedules for 2010 and noted that there were no changes from the 2009 ranges. The schedule was amended to be consistent with the current minimum wage of \$7.25 per hour. The board unanimously approved the 2010 salary schedule as amended. Nick presented the proposed library staff 2010 salaries and the total salary budget. This proposal was approved unanimously as presented.

- b. Insurance Renewal: Nick presented the proposed 2010 employee health insurance program through United Health Care; differences from the 2009 plan were noted. While the coverage amount for in- or out-of-network health care decreased, vision and dental care were added to the program. The cost of the library portion of the insurance plan increased less than \$500 over last year. The proposed health insurance renewal was approved unanimously as presented.
- c. Library bylaws will be reviewed next month. A nepotism clause should be added to our bylaws. Nick will send the bylaws to the trustees via email before the next meeting.
- d. Nick reported that the Indiana State Library historical board approved the library standards.

There were no comments from the public. The meeting was adjourned at 8:25 pm. The next meeting is scheduled for Wed. Mar. 10 2010 at 6:30 pm.

Respectfully Submitted,

Marybeth Miller
Board Secretary