

# WEST LAFAYETTE PUBLIC LIBRARY BOARD

*"Celebrating over 75 Years of Library Service to our Community."*

## BOARD OF LIBRARY TRUSTEES MEETING

### Minutes for December 10, 2008

**Board members present:** Nancy Dunn, (President), Al Altschaeffl, Mark Davis, Linda Eales, Marybeth Miller, Jeffrey Schwab, and Library Director, Nick Schenkel

**Public present:** Jean Sullivan, Friends of the West Lafayette Public Library, and Adam Hawkins, English Graduate Student

1. The President called the meeting to order at 6:33 p.m. after determining a quorum. The Board approved the agenda as presented.
2. Secretary's Minutes - The Board approved the November 12, 2008 minutes as presented.
3. President's Report - none
4. Treasurer's Report - (see attached) The Board approved the claims as presented. The Board authorized the Director to decide which bills may be postponed within the 2008 Budget.
  - a. Additional Appropriation - The Board approved a special meeting for Tuesday, December 30, 2008 at 10:00 a.m. for an additional appropriation for the fiscal year, 2008.
  - b. Approve Library payroll range for part-time staff - (see attached) The Board approved the Library payroll range for part-time staff as presented.
  - c. Capitalization policy - The Director reported on the need to change to a more up-to-date Capitalization program. He also reported on the need to move to fund accounting. The Board approved the move to fund accounting. The Director has set-up a meeting with Huth Thompson and will have a report and a time line on all this next month.
5. Librarian's Report - (see attached) A general discussion of the end of year fund balances ensued.
6. Old Business
  - a. Indiana Bond Bank for 2008, 2009 – (see attached) The Board approved participation in the Indiana Bond Bank 2008 Year End Roll Over Program. The Board approved participation in 2009 Tax Anticipation Warrant Program from the Indiana Bond Bank.
  - b. Long Range Plans 2009 - 2011 - The Board approved the Long Range Plans for 2009 - 2011. The Board appreciates the efforts of the staff to develop a very good plan.

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7. New Business
  - a. Invitation to Archives Class program on Saturday, December 13 - Adam Hawkins, a graduate student at Purdue presented a report (see attached) on his work with the Library's Board minutes.
  - b. Cooperation with Tippecanoe County and other library systems - The President appointed the following members to the Cooperation Task Force: Jeffrey Schwab, Nancy Dunn, and Mark Moriarty.
  - c. Holiday schedules for 2009 - (see attached) The Board approved the Holiday Schedule as presented.
  - d. Vacation days to carry over into 2009 - The Board allowed the Director to carry over all his unused vacation days into 2009.
  - e. Improvements - The Board authorized the Director to allow up to 1 hour per week compensatory time to employees engaged in library education unit activities.
8. Comments from the public - There being no comments from the public the President adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Linda Eales, Secretary