

## **Speedway Public Library – December Meeting of the Board of Trustees**

December 7, 2016

**Meeting Attendees:** Darsi Bohr (Director), Tina Campbell (President), Bernie Cinkoske (Treasurer), Richard Meiss (Secretary), Scott Speer, and Tom Popcheff (Vice President). Suzanne Deboer and Carolyn Stewart were excused. The meeting was called to order at 7:46 PM by President Tina Campbell. No members of the public were present. The minutes of the November 7<sup>th</sup> meeting were reviewed. Tom Popcheff moved acceptance of the minutes, with Scott Speer seconding. Approval was unanimous.

By consensus, the Agenda was temporarily set aside to allow Mr. Bob Lutz, counsel for the Library, to discuss the Bond Bank Advance Fund Proposal for 2017. This will allow the Library to borrow against future (2017) tax revenues. The interest rate will be 6½ percent, a bit higher than it was last year. The following was moved by Tom Popcheff, seconded by Scott Speer, and unanimously approved:

1. That the Speedway Public Library Board participate in the Indiana Bond Bank's 2017 Advance Funding Program as well as to conclude, issue and/or purchase the necessary warrants from the 2017 Advance Funding Program and hereby the adopts the proposed Resolutions authorizing the Speedway Public Library to make temporary loans with the Indiana Bond Bank to enable the library to meet its current operating **expenses**.

2. That the President, Secretary and Treasurer of the Speedway Public Library Board of Trustees are hereby authorized to execute said Resolutions, as may be required, on behalf of the Speedway Public Library.

3. That the President and Secretary of the Speedway Public Library Board of Trustees are hereby further authorized to execute the proposed Warrant Purchase Agreements, the anticipated Warrants, the proposed General Certificates of Issuer and the proposed Certificates Regarding Certain Federal Tax Matters and Arbitrage on behalf of the Speedway Public Library for the Warrant Purchase Agreements dated as of December 1, 2016 as well as the Warrant Purchase Agreement.

4. That the President, the Treasurer and/or Secretary of the Speedway Public Library Board of Trustees are hereby further authorized to execute on behalf of the Speedway Public Library Board of Trustees any, and all, other instruments required by the Indiana Bond Bank regarding the issuance of said Warrants as well as any additional instruments as may be necessary, helpful or expedient in carrying out their duties in regard to said Warrants and related matters.

5. That the Director of the Speedway Public Library is hereby authorized to execute Internal Revenue Service form number 8038-G Information Return for Tax-Exempt Governmental Obligations on behalf of the Speedway Public Library.

The appropriate signatures of the President, Treasurer, and Secretary of the Board were affixed to all relevant documents, which will be transmitted to the proper agencies in advance of the deadline(s).

### **Director's Report and Items Arising**

- A roof leak recently discovered was traced to masonry problems, and it was repaired by Mr. Joe Mills of Mills Fahnestock, Inc. Further repairs will be made by Bone Dry Masonry of Indianapolis.

- Although a new federal regulation, effective December 1<sup>st</sup>, and requiring that persons working more than 40 hours per week must be paid time-and-a-half, either in compensatory time or in wages, for the extra hours worked, has been stayed by a Federal District Court. The Board, at its November meeting, had given the appropriate policy changes a first reading. Since the issue is likely to arise in the future, the Board elected to give the measure its second reading. The new policy, to replace current practice (which is quite similar in its content) in the Library Policy Manual is worded as follows: *"All employees who work overtime may be given compensatory time in lieu of extra payment. Compensatory time off should not be accumulated; therefore, accrued time off should be used as soon as possible. The compensatory time off will be given when requested by the employee, unless doing so would disrupt the operation of the library."*

The Board discussed this wording, and, with Tom Popcheff moving and Bernie Cinkoske seconding, it was approved unanimously.

- The Long Range Plan for the next five years of the Library operations and activities has been completed by the *ad hoc* committee assembled for this purpose. The Board reviewed the plan and found it to be quite well done. Richard Meiss moved acceptance, and Tom Popcheff seconded. Approval was unanimous, and thanks are extended to the Committee for its thorough and prompt action.

### **Staff Reports**

- The Board reviewed the reports and usage data from various service areas. All activities appear to be proceeding satisfactorily.

### **Financial Matters**

- The Board reviewed the current financial reports and again noted that the year was progressing with expenditures within the budget and generally on a par with last year's income and expenditures.

- Allowance of Claims for November 1 to 30 of 2016, in the amount of \$79,436.95, was reviewed. Tina Campbell moved for acceptance and Bernie Cinkoske seconded; the motion passed unanimously.

- The Board approved a 2017 pay raise averaging 2.9% for the Library staff. Specifics of the raise are given in the attached document. Tina Campbell moved for acceptance and Bernie Cinkoske seconded; the motion passed unanimously. The Board further approved an end-of-year salary adjustment averaging 2% for the staff in view of their enthusiastic performance during a year in which many changes were made in the Library's physical plant and operating software systems. This item was also passed unanimously, pursuant to a motion by Tina Campbell and seconded by Bernie Cinkoske.

- The required end-of-year financial meeting will be held on December 29<sup>th</sup> (Thursday) at 7:00 PM.

### **New Business**

- There was no new business arising.

### **Adjournment**

- There being no further business, the meeting was adjourned at 8:50 PM, following a motion by Tina Campbell (seconded by Tom Popcheff) and a unanimous vote by the Board. The next regular meeting will be on January 4, 2017, at 7:00 PM.

Respectfully submitted,  
Richard A. Meiss, Secretary