

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY

APRIL 27, 2015

Presiding Officer: Mr. Tonye Rutherford, President

Board Members present: Ms. Sandra French, Ms. Gabrielle Carr, Ms. Suellen Wilkinson, Ms. Pamela Poe, Mr. Jerry Payton, and Mr. Steve Burks

Board Members absent: None

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Sandra Fortner, Carolyn Gerton, Marilyn Powell, Sally Newkirk, Paulette Gibbs, Cyndi Kepley, Melissa Wiseheart, Ieshia Johnson, and Steve Anshutz

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of March 23*
- B. Set Board Meeting for May 18*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for April*
- E. Items to be declared surplus*

The board decided to set the next board meeting for May 18, due to the fourth Monday falling on Memorial Day.

Ms. Wilkinson moved: That the items A, B, & D on the consent agenda be approved.

Seconded by: Mr. Burks Motion: approved

Mr. Burks asked that Item C be pulled from the consent agenda. Ms. Wilkinson asked that Item E be pulled from the agenda.

Item C:

Mr. Burks asked about purchases made from Amazon for chromeboxes. There were several charges for those same items. Someone from IT Services came to the meeting to address these purchases. He asked about costumes purchased to be worn during the Pet Fair. Paulette Gibbs explained the program and the need for the costume rental. There is no fee for the rental but the library pays for the shipping and cleaning of the costumes. Mr. Burks asked about the charge paid to the Indiana Department of Revenue. The fee was for not filing a form in 2013 for zero sales tax return. The form needs to be submitted each year to show that the library does not collect sales tax. Ms. Frost did not file the form in 2013 or 2014 therefore the library's account was drafted for an estimated amount of \$814.74. Ms. Fortner and Toya Payne have since filed the paperwork for both years and are currently waiting for a refund. A penalty will still be assessed for the cost of collection fees. The refund will be for \$679.58. Ms. Fortner is investigating having the account closed permanently by filing a form stating that we never collect sales tax.

Mr. Burks suggested that due to this issue he would like to see the board take the steps in moving toward an outside audit. There was a discussion about the cost associated with having an outside audit conducted. Mr. Burks stated that according to the letter he found in his board packet that the library can request an audit by the state. He suggested calling the State Board of

Accounts to find out the next step for the library to have a private audit. Ms. Wilkinson stated that it would cost the library thousands of dollars for a private audit and that she was not in favor of spending that kind of money. Ms. Poe stated that she agrees with Mr. Burks that it is a good idea to have an audit and that it would be money well spent.

Mr. Burks moved: That steps be taken to contact the state and request a private audit and if approved seek information on the cost.

Seconded by: Ms. Poe

Yes: Ms. Poe, Mr. Payton, & Mr. Burks
No: Ms. Carr, Ms. Wilkinson, & Ms. French
Abstain: Mr. Rutherford

Motion: failed

Mr. Rutherford stated that he would like to discuss this matter in more detail. Ms. Wilkinson stated that the motion failed and that the meeting should continue to the next item of business. Ms. Poe stated that she feels transparency is very important when dealing with public money. She asked why did some members feel so strongly against the motion. Ms. Wilkinson stated that she feels there is no “smoking gun” to warrant the library paying a lot of money for audit. She stated that a private audit would cost more than \$10,000.

Ieshia Johnson, from IT Services came to the meeting to explain the purchase of chromeboxes. She explained some of the difficulties they were experiencing with old equipment and why there were purchased. Mr. Burks asked about the different prices. Ieshia stated that she was not the person that ordered the chromeboxes and could not answer questions about pricing. Carolyn Gerton presented the actual invoices to try to help with pricing questions. Mr. Rutherford asked that managers be present at the board meetings to answer questions concerning purchase orders. Ms. Wilkinson stated that questions should be asked prior to the meeting via email or by phone. The board agreed to submit questions in advance of the upcoming board meeting. Ms. Fortner stated that she will ask the managers to attend the meeting in case there is a need to answer questions concerning invoices and purchase orders.

Ms. Carr moved: That Item C on the consent agenda be approved.

Seconded by: Ms. Wilkinson

Motion: approved

Item E (Items to be declared surplus):

Ms. Wilkinson asked for clarification on what happens to the items after being declared surplus. Ms. Fortner stated that Goodwill no longer accepts old outdated computer equipment. IT Services contacted a different company to take the computer equipment after being wiped clean of all library information. The old art prints will be made available to the staff first, at a nominal fee. All remaining art prints will be given to the Friends to sell during their booksale. The music CDs that have not circulated in a long time will be discarded as well.

Ms. Wilkinson moved: That the items listed to be declared surplus be approved.

Seconded by: Ms. French

Motion: approved

PUBLIC INPUT

None

PERSONNEL

New hires:

A part-time Circulation Assistant has been hired and will begin April 28. Her name is Pam Culver and she is replacing Erin McCorkle.

Archivist position:

Ms. Fortner stated that a second round of interviews have been scheduled for the Archivist position. They are hoping to have a decision on a candidate in the next couple of weeks.

Part-time Children's Assistant:

Ms. Fortner stated that the library is currently advertising for a part-time Children's Assistant position. Abby Johnson has started interviewing for this position.

NEW BUSINESS

Moving Morrison Paintings to Carnegie Center and Yenawine Exhibit to library:

Mr. Rutherford asked if these two exhibits are switching locations. Ms. Fortner answered yes and stated that it is being proposed. Ms. Carr stated that Mr. Carnighan is asking the board for permission to photograph three of the Morrison paintings to have at the Silver Hills Historical Society reception. Paulette Gibbs explained that there was an issue with him one week where Mr. Carnighan was told he could not take photos of the library's Morrison paintings. He came in and set up equipment and began taking pictures anyway. He was asked to stop immediately and he asked why. He was then told he did not have permission to take pictures and that he would have to submit a letter to the board requesting permission. A discussion followed concerning the proper way to move the paintings.

Mr. Burks moved: That the Morrison pictures be moved to the Carnegie Center.

Seconded by: Mr. Payton

Motion: approved

Discussion about restraining order or ban on library patron:

Mr. Rutherford stated that maybe a ban should be issued on Mr. Carnighan if he continues to disregard library policies. Ms. Carr stated that patrons have been banned in the past for not following library policy. Ms. Wilkinson stated that she feels the problem will be solved once the paintings are moved to the Carnegie Center. Paulette Gibbs reported that Mr. Carnighan will photoshop the pictures that he takes of the paintings and then considers those his property. No credit is given to the library when he displays the pictures. After some discussion the board agreed by consensus that Mr. Rutherford should draft a letter to Mr. Carnighan explaining that the paintings are not available for photographing because they are in the process of being moved. The letter will first be sent to the board for their review.

PLAC Quarterly Report (Public Library Access Card):

Ms. Fortner presented the PLAC Quarterly Report to the board. The Board President signed the report to be sent to the state library.

Martha Voll Account:

Ms. Fortner explained to the board that she will need the board to pass a motion to have Rose Frost's name removed from the Martha Voll gift account at Ameriprise Financial Services. The authorized signature will need to be changed to Sandra Fortner since she is serving as Interim Director.

Ms. Carr moved: That the name on the account with Ameriprise be changed to Sandra Fortner, Interim Director.

Seconded by: Ms. French

Moved: approved

OLD BUSINESS

Search committee for Library Director:

Ms. Wilkinson stated that she would like to schedule a meeting of the search committee for the new Library Director. The committee will discuss procedures in the search. The meeting was set for May 9, at 9:30 a.m. and will be held in the auditorium. The board decided to choose up to five of their top candidates and bring to the meeting for discussion.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by Board of Trustees.....May 18, 2015

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