

**MINUTES OF THE REGULAR MONTHLY MEETING**

**BOARD OF TRUSTEES**

**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**

**JULY 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:

Board Attorney: Mr. Jason Lopp was present.

Staff Members present: Sandra Fortner, Carolyn Gerton, and Cyndi Kepley

Guests present: Dave Barksdale

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of June 22*
- B. Set Board Meeting for August 24*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for July*
- E. Items to be declared surplus*

Mr. Burks asked that items C & D be pulled from the consent agenda for discussion.

Ms. Carr moved: That the revised consent agenda be approved.

Seconded by: Ms. Wilkinson Motion: approved

Director's report:

Mr. Burks stated that in the Director's Report it was requested that the part-time Business Office position be made full-time. He suggested that this issue wait until a new director is hired. Mr. Rutherford stated that it could be quite some time before a new director is hired. Ms. Fortner stated the reason for this request is because over the past several months the Business Office has continued to fall behind. Nancy Reynolds retired after 25 years and was very familiar with the Business Office practices. Now most work is falling on Carolyn Gerton and she is having to handle the Business Office with only one year of experience. It was initially thought that work was being duplicated but we've recently learned that some of the processes are required by State Board of Accounts. Extra hours are being given to the part-time assistant to try to keep up with the work. There was a discussion about the legality of continually giving part-time employees extra hours. The matter will be voted on under Personnel.

Mr. Burks stated that matter with Steve Anshutz should be considered finalized with his resignation. He also stated that there should be no consideration for allowing him to assist in the Indiana Room in the future due to past issues. Mr. Rutherford agreed with this comment.

Approval of bills and invoices:

Mr. Burks asked about prizes for the Teen Summer Reading Program. Ms. Fortner stated that the prizes were purchased with gift funds. He asked about Mozy Pro online backup subscription. Ms. Fortner stated that it is a backup system but is not offsite. Mr. Rutherford stated that he would like to have the staff members present at the meeting to answer these types of questions. The board members were reminded to email questions before the board meeting so that the staff can be prepared with answers at the board meeting. He questioned the amount of

money spent on paper towels and asked it was a year supply. Ms. Fortner explained how often it is ordered. Mr. Burks asked more questions about IT purchases and flood insurance bills. There was also discussion about the waste water bills. The library receives about 11 different bills because at one time there were houses on the property and each one received a separate bill. Mr. Burks stated that he will talk to the city about combining these bills all on one. Mr. Rutherford stated that the board as a whole or maybe the attorney may need to look into this issue.

Ms. Carr moved: That the accounts payable register be approved.

Seconded by: Ms. Wilkinson

Motion: approved

## **PUBLIC INPUT**

Dave Barksdale, Historical Society:

Mr. Dave Barksdale stated that he was present over a concern in policy that will affect the Historical Society meeting in the auditorium. He stated that he received a phone call informing him that the Historical Society would need to be out of the meeting room by 8:00 p.m. This would mean that they would have to speed up their meeting in order to get out in time. He explained the history of the Historical Society and how long they have been meeting at the library. Ms. Fortner stated that the policy has not been officially changed. There has been some discussion with the managers about this matter. She stated that the main focus is getting the building closed at 8:30 p.m. There was a discussion about having employees stay over to accommodate meetings past closing.

## **PERSONNEL**

Part-time Business Office position:

Ms. Fortner requested that the part-time Administrative Assistant in the Business Office be made full time.

Ms. Carr moved: That the Business Office part-time employee hours be increased from 20 to full time.

Seconded by: Ms. Wilkinson

Discussion: Mr. Rutherford stated that Mr. Burks suggested that this decision be made by the new library director when hired. Ms. Poe stated that she feels the same way. Ms. Wilkinson stated that Ms. Fortner is the Interim Director at the current time and is making the request now. Ms. Fortner stated that the budget does allow for these hours. More discussion followed.

Aye

Nay

Ms. Carr

Mr. Burks

Ms. Wilkinson

Mr. Payton

Ms. French

Ms. Poe

Mr. Rutherford

Motion: failed

## **NEW BUSINESS**

PLAC (Public Library Access Card) Quarterly Report:

Mr. Rutherford signed the quarterly report. It will be mailed to the state library.

**OLD BUSINESS**

Rodefer Moss report:

Ms. Wilkinson stated that the board has had a copy of the recommendations from Rodefer Moss on the Purchasing Policy Agreed Upon Procedures for some time. She felt a decision needs to be made.

Ms. Carr moved: That the recommendations from Rodefer Moss to the Purchasing Policy be approved as presented.

Seconded by: Ms. Poe

Motion: approved

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....August 24, 2015

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