

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

**JUNE 22, 2015**

Presiding Officer: Mr. Tonye Rutherford, President

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

Board Members absent: Ms. Pamela Poe

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Sandra Fortner, Carolyn Gerton, Marilyn Powell, Paulette Gibbs, Cyndi Kepley, and Sally Newkirk

Guests present:

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of May 18*
- B. Set Board Meeting for July 27*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for June*
- E. Items to be declared surplus*

Mr. Payton asked that the Director's report be removed from the consent agenda for discussion.

Ms. Carr moved: That the consent agenda be approved with the exception of the Director's Report.

Seconded by: Ms. French Motion: approved

Director's report:

Mr. Payton asked about the health insurance renewal plan and if the staff was satisfied with Humana. He also asked if there could be savings with some other carrier. Ms. Fortner stated that the library's insurance broker was here today to go over the plan with the board and to answer any questions. She explained that the carriers always considered are Anthem, United HealthCare, Humana, and Kentucky Bluegrass. This matter will be discussed under New Business.

Ms. Carr moved: That the Director's Report be approved.

Seconded by: Mr. Payton Motion: approved

**PUBLIC INPUT**

None

## **PERSONNEL**

### Library Archivist:

Ms. Fortner reported that Kaitlyn Markert was hired for the Library Archivist and will begin on July 6.

### Circulation vacancies:

Three positions were vacated in the Circulation Department. Janira Deeds, Stephanie Ryan, and Pam Culver resigned to relocate out of state for various reasons. Hannah Noble was hired to fill the part-time position.

## **NEW BUSINESS**

### Health insurance renewals:

Diane Swank reported that the insurance renewal had a 50 percent rate increase. The three major carriers in this region are Humana, Anthem, and United Healthcare. She has been meeting with Ms. Fortner for several weeks discussing the renewal. Currently the library offers two types of plans. One is a copay plan and the other is a high deductible health plan with a health savings account. Ms. Swank explained the difference between the two plans. The library will pay \$400 towards the plan. Humana has a program called Vitality that encourages each employee to participate in the healthy behaviors program to receive a 10 percent deduction in their premium. The out of pocket maximum will increase to \$6350. Humana coverage includes health, dental, and vision. This year Humana has agreed to cover part time staff with dental and vision. The library does not pay for the coverage but staff can be included in these benefits at their own expense. Ms. Swank explained the cost analysis of the library's portion and the employee's portion.

The recommendation to the library board is to move forward with the Humana renewal plan, pay \$400 toward a single plan, and to include offering dental and vision to part time staff.

Ms. Carr moved: That the recommendation to accept the Humana renewal be approved.

Seconded by: Ms. Wilkinson

Motion: approved

## **OLD BUSINESS**

### Temporary hiring/spending freeze update:

Ms. Fortner reported that she shared with the managers that the library received the Spring Tax Draw and that some of the materials that the public is asking for can now be purchased. The book orders are still being kept to a minimum and only necessities are being purchased. The board reminded Ms. Fortner of the state standards pertaining to book orders. Mr. Burks asked about items IT purchased and if they fell under the spending freeze. Ms. Fortner explained that some items were ordered before the freeze was put in place and are just now coming in. He suggested that the budget be reviewed before ordering resumes in order to determine how much can be spent the rest of this year.

### Consultant agreement:

Ms. Fortner stated that the board president needs to sign the consulting agreement for Stephen Day. Mr. Rutherford asked if all board members were okay with the agreement. All the board said that they had looked at the contract and was okay with it. Mr. Burks stated that he understood that Mr. Day will max out at \$6300 for a total of 175 hours. Ms. Fortner stated that his understanding is correct. There was a brief discussion about possibly extending the contract if necessary.

Next month meeting:

Ms. Wilkinson stated that she would like to have the Rodefer Moss report on the agenda for next month with regards to their recommendations concerning purchasing procedures and credit card purchases. A copy of the Agreed-Upon Procedures that are currently in place will be emailed to the board.

### **ADJOURNMENT**

As there was no further business the meeting was adjourned.