

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
SEPTEMBER 28, 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, Erin McCorkle, Marilyn Powell, Cyndi Kepley, Jeremiah Dixon, and Sally Newkirk

Guests present:

PUBLIC HEARING

2016 Proposed Budget:

There was no public input. The 2016 budget is advertised as \$3,503,514. There were no changes made to the budget.

The regular meeting was opened.

APPROVAL OF CONSENT AGENDA

- A. *Approval and signing of Board minutes of August 24*
- B. *Set Board Meeting for October 26*
- C. *Approval of Bills and Invoices to be paid*
- D. *Director's written report for September*
- E. *Items to be declared surplus*

Ms. Poe would like to remove items A & C from the consent agenda for discussion.

Ms. Carr moved: That the consent agenda be approved with the exception of items A & C.

Seconded by: Ms. French

Motion: approved

Item A: Approval of Board Minutes from August 24, 2015.

Ms. Poe asked for clarification on LIRF funds being used for repairs and improvements to the building. She feels that the minutes did not reflect a direct answer to the question. To answer the question; yes, LIRF money may be used for building repairs. It was further explained that the difference between Library Improvements Reserve Fund and Building Improvements Gift Fund is that LIRF money comes from the Operating Budget and the Building Improvements Gift Fund comes from monetary designated donations.

Ms. Poe stated that the minutes reference Mr. Day under New Business; giving the impression he was in attendance at the meeting. For clarification, the August minutes will be amended to reflect that Mr. Day was not present at the August meeting but previously made recommendations regarding issues that were discussed.

Ms. Carr moved: That the minutes be approved as amended.

Seconded by: Mr. Payton

Motion: approved

Item C: Approval of Bills and Invoices

Mr. Burks asked why a desk was purchased from Classic Furniture for \$1,399. Ms. Fortner explained that the desk was purchased for her office. Some older desks in administration were recycled to other areas and it was believed that a new director would be appointed last month which would require Ms. Fortner to move out of the Director's office. The desk in the Director's office was purchased from Office Depot and is currently falling apart. Ms. Fortner stated that the library has tried to patronize local businesses and have been customers of Classic Furniture for a number of years. Office Furniture in past has been purchased from Classic. It was noted that Mr. Burks stated that in his personal opinion that he is not okay with spending \$1400 on a desk.

Ms. Poe asked about the monthly docket showing Chase Card as the payee instead of the actual vendor. Ms. Carr stated that the vendors are listed under the description as previously recommended. Ms. Poe was satisfied with this explanation.

Ms. Carr moved: That the Bills and Invoices be approved as presented.

Seconded by: Ms. Wilkinson

Motion: approved

PUBLIC INPUT

None

PERSONNEL

New hires:

Ms. Fortner stated that two new custodians were hired for the Library and Carnegie Center. Mark Holbrook and Tracy Brown were hired to fill the vacant positions and started working in mid-September. This brings the Custodial Department back to being fully staffed.

Work One program employee:

Hannah Wayne is working approximately 30 hours per week in Youth Services and Circulation under the Work One program. This program pays the salary, Worker's Compensation Insurance, and background checks for these students. If the program works out well for the library other youth employees may be placed here.

Erin McCorkle, Business Office staff:

Ms. Fortner introduced Erin McCorkle, Administrative Assistant in the Business Office. She explained that Erin was attending to observe the procedures for taking minutes at the board meetings. In the future she will attend some of the meetings instead of Carolyn Gerton.

Bank reconciliation:

Mr. Burks reported that he came to the library and reviewed the bank reconciliation and compared it to the docket for the month of August.

OLD BUSINESS

Draft of Salary Adjustment Policy:

Ms. Fortner presented the board with a draft of a Salary Adjustment Policy. Mr. Burks stated that he requested a policy because of his concern of how an employee received a pay increase and how much the increase was. He felt a policy should be in place for good business practice. Mr. Payton stated that he thought the request was for something more specific with amounts. Ms. Fortner stated that she did not put an amount because in some cases the budget may not allow for those increases. Also staff reading the policy may expect those amounts when increases are made. A discussion followed.

Ms. Carr moved: That the Salary Adjustment Policy be approved as presented.

Seconded by: Ms. French

Motion: approved

Lift Spending Freeze / Continue hiring Freeze:

Ms. Carr stated that the request is to lift the spending freeze to resume ordering material. Ms. Fortner stated that in order to meet state standards this year more material will need to be ordered. She stated that she would like to continue the hiring freeze of new positions at this time. Mr. Burks stated that Mr. Day previously looked at the budget and recommended that the purchasing of new materials be restarted.

Ms. Carr moved: That the spending freeze be lifted and the hiring freeze on new positions continue at this time.

Seconded by: Ms. Wilkinson

Motion: approved

NEW BUSINESS

Change in Humana Plan Year:

Ms. Fortner reported that included in the board packets was a possible change in the Humana Plan. If accepted the rates will go down for the library, each employee, and the plan year would change. The renewal would change to a calendar year instead of a fiscal year of July to June.

Ms. Carr moved: That the recommendation to change the Humana Plan be approved.

Seconded by: Mr. Burks

Motion: approved

Discuss Library Audit:

Ms. Poe stated that she received information that the library is on the list to receive an audit. This action does not require a motion from the board. Karen Kelleher will be contacting the library in about 30 days to give notification of their arrival.

Human Rights Commission request:

Mr. Rutherford stated that the Human Rights Commission asked him to ask the library board if it is okay to put pamphlets on a table in the library. The pamphlet explains who the Human Rights Commission is and other general information. The board agreed by consensus.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....October 26, 2015
