

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
MAY 23, 2016

Presiding Officer: Mr. Tonye Rutherford, President

Board Members present: Ms. Sandra French, Ms. Gabrielle Carr, Mr. Roger Whaley, Ms. Pamela Poe, and Mr. Jerry Payton

Board Members absent: Mr. Steve Burks

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Carolyn Gerton, Erin McCorkle, Cyndi Kepley, Sandra Fortner, Paulette Gibbs, Sally Newkirk, Kaitlyn Markert, Abby Johnson, Marilyn Powell

Guests present: Ms. Diane Swank

APPROVAL OF CONSENT AGENDA

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

Ms. Carr moved: That the consent agenda be approved as read.

Seconded by: Ms. French Motion: approved

PUBLIC INPUT

None

PERSONNEL

Resignations:

Sandra Fortner reported that two employees are resigning. Teen Librarians, Ruth Houston-Mudd and Renata Sancken will be leaving in mid-June. Ruth is moving to Japan for a year to teach. Renata is going to Boston. Brianne Hopper accepted a full-time position at IUS. Her last day was May 21. The library will be seeking a part-time teen librarian to replace the employees that are leaving.

Medical leave:

Todd Alexander will be working part-time in Youth Services for this summer effective June 1. His temporary hours are to fill in while Ann Fitzgerald is out on maternity leave. Todd worked at the library for a few years in the recent past. He is now a school teacher.

Exempt/Non-exempt status changes:

Ms. Merida stated that included in the board folders is an abbreviated one page copy of the exempt/non-exempt status changes that are coming from the US Department of Labor. After the health insurance renewals and Internal Controls Policy are completed she plans to look at those changes more closely to see how it will affect the library. Ms. Merida stated that she recently learned at an ADOLPLI meeting that the Personnel Report has to be a part of minutes.

OLD BUSINESS

Uniform Internal Control Standards:

Ms. Merida reported that she learned that the actual Internal Control document does not have to be complete by the end of June. The library has to pass a resolution stating that the library is agreeing to follow the minimum standards and that we are working to get a document completed. Ms. Merida anticipates that the actual document will be completed in late June or July to present to the Board. In the board packets is a resolution to Establish Internal Controls. Also the new numbering system will be used for all future resolutions. (copy appended)

Ms. Carr moved: That the resolution (16 IC-001) to Establish Internal Controls be approved as presented.

Seconded by: Mr. Payton

Motion: approved

Resolution to follow Minimum Indiana Standards & Training:

Ms. Merida reported that about half the staff has completed the Indiana Standards and Training session. The library is close to having the process completed by June 1.

Resolution for Mileage Reimbursement Rate:

Ms. Merida reported that the board decided to adopt a new mileage rate at last month's meeting and asked that the resolution be brought to the meeting this month. Currently the rate will be .44. The resolution was presented. (copy appended)

Ms. Carr moved: That the Resolution for Mileage Reimbursement Rate (16-FIN-001) be approved as presented.

Seconded by: Ms. French

Motion: approved

Security Updates and new Camera System:

Ms. Merida stated that staff schedules have been adjusted to reflect actual closing time of 8:30 pm. All staff will stay until 8:45 pm to clear the building and walk out together. This process will begin immediately. The new security cameras should have wiring completed in the next few weeks. The emergency buttons should be available by the end of next week. Ms. Merida hopes to hire a security guard in the near future.

Select Insurance Package for 2016-17:

Ms. Diane Swank stated that she had an update for the board concerning the insurance renewal. She explained that the library will continue to pay \$400 per month per employee. There will be a savings of over \$19,000 annually for the library because the number of full-time employees was reduced. Ms. Swank included a revised HRA procedure in the board packets. The reimbursement is up to \$1000 when the employee spends more than \$3000 out of pocket. The Unum Life Insurance was reduced to \$4.80 per employee which is down from \$5.20 per person. The library will pay half of what is paid for a full-time staff on Dental and Vision for part-timers. The total cost is a decrease of more than \$15,000 per year based on the renewal rates received from Humana. A discussion followed concerning the new disability payouts. Unum was asked to revise their proposal to do a gross-up plan. Under the new disability plan it would

allow an employee to get more take-home benefit per month. It was also recommended that the current 30 day waiting period be changed to 14 days in order to help employees that may not have enough sick leave to last 30 days.

Ms. Carr moved: That the recommendations for United Healthcare, UNUM, and changes to short-term and long term disability, dental and vision plans be approved.

Seconded by: Mr. Payton

Motion: approved

NEW BUSINESS

Resolution and Policy for Materiality Threshold:

Ms. Merida stated that the state is requiring libraries to adopt a policy that requires losses of funds and/or property to be reported immediately to the State Board of Accounts. The threshold will be set for cash in excess of \$1000 and non-cash items in excess of \$2000. The resolution was presented. (copy appended)

Ms. Carr moved: That the Resolution on Variance Thresholds (16 IC-002) be approved as presented.

Seconded by: Mr. Whaley

Motion: approved

Policy on Materiality and Process for Reporting Material Items:

Ms. Merida presented the policy. There was a discussion about the threshold amounts and the state being overwhelmed with reports. (copy appended)

Ms. Carr moved: That the Policy on Materiality and Process For Reporting Material Items be approved as presented.

Seconded by: Ms. French

Motion: approved

Cagit Additional Funds and Rainy Day Funds Transfer:

Ms. Merida explained that current funds are better than previously thought, but the library will need to borrow to get through June. A large amount of money was spent on repairs to the building. At Ms. Merida's first meeting the board agreed that she would report to them when she planned to borrow funds from Rainy Day. At this time the amount that will be borrowed is \$250,000. This will ensure payrolls and all other necessary bills are covered. The money will be paid back by the end of June.

Dress Code for Facilities Staff:

Ms. Merida reported that she and Sandra Fortner have met with Jeremiah Dixon to discuss the custodial staff wearing uniform shirts. They are not always seen as library staff because they are allowed to wear jeans due to the nature of their work. Shirts with the library logo were ordered for that department. This will allow patrons to recognize them as staff. Ms. Merida found out from SBOA that she needed to have a resolution to require them to wear the shirts as a uniform before the library could pay for them. The shirts have already been purchased. Mr. Rutherford asked if other staff will be required to wear uniforms as well. Ms. Merida stated that there may be additional departments that will be required to wear uniform shirts. Ms. Carr stated that the resolution needed to be worded differently to read *facilities staff* uniforms. (copy appended)

Ms. Carr moved: That the resolution for Facilities Staff's Uniform Policy (16-FIN-001) be approved.

Seconded by: Mr. Whaley

Discussion:

Ms. Carr recommended that the resolution have the typo corrected before the board signs. Mr. Whaley asked if the shirts will belong to the employee or the library upon their departure. Ms. Merida stated that this issue should be discussed and made a part of the employee handbook. The board agreed all shirts should be returned. A discussion followed.

Motion: approved

Art auction at Carnegie Center:

Sally Newkirk stated that the Carnegie Center is having an art auction tomorrow. The art collection belongs to Carnegie Center Inc. Because it is not library property it does not have to go through the normal surplus process. The live auction will start at 7:00 pm and there are about 15 pieces. The silent auction will open at 12 noon.

Honoring Suellen Wilkinson:

Mr. Rutherford stated that he and Mr. Whaley had suggested that Suellen Wilkinson be honored in some way for her service on the Library Board. He asked if Sally had any ideas for doing so. Sally stated that she would like to discuss this matter with the board and others to come up with suggestions.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....June 27, 2016

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