

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

JUNE 27, 2016

Presiding Officer: Mr. Tonye Rutherford, President

Board Members present: Ms. Gabrielle Carr, Ms. Sandra French, and Ms. Pamela Poe

Board Members absent: Mr. Steve Burks, Mr. Jerry Payton, and Mr. Roger Whaley

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Carolyn Gerton, Erin McCorkle, Sandra Fortner, Laura Wilkins, Paulette Gibbs, Abby Johnson, and Marilyn Powell

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of May 18, & May 23, 2016*
- B. Set Board Meeting for July 25, 2016*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for June*
- 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

Applicants are being interviewed for the part-time Youth Services position. It is hoped that by the next board meeting there will be some news to report. Mr. Rutherford asked if this would work towards staffing alignment with budget that was discussed in previous meetings. Ms. Merida said that they are working on resolving these issues.

OLD BUSINESS

Internal Controls Update:

Ms. Merida reported that she attended two more meetings about budgeting and internal controls. Our library is still way ahead of other libraries regarding internal controls. There was discussion about further action needed from board members regarding training for president and treasurer. All staff has completed the required webinar, except for two employees who are on maternity leave. Ms. Carr and Mr. Rutherford reported that they have completed their part of the Internal Controls requirements.

LOIT Funds and Rainy Day Funds:

Ms. Merida reported that the legislation did not change, and so LOIT money has to go into the Rainy Day Fund. These funds must be appropriated out of Rainy Day. Due to the way our Rainy Day Fund is set up, we may have to write a resolution to be able to use it. Currently it is required that money taken from Rainy Day must be paid back. There was a discussion about how to proceed. The resolution cannot be drafted at this time because the money must be appropriated to a specific need. The money cannot be moved into the general fund or be used for recurring expenses. Ms. Merida feels that the staff as a whole must decide what projects are priority. No action is needed from the board at this time.

NEW BUSINESS

2017 Budget Updates:

Ms. Merida reported that there are big changes with legislation this year. For the first time we will be provided with our Circuit Breaker amount upfront. This is money the library will never receive due to various tax breaks and taxes never collected. Once that amount is removed from our budget it will look smaller, but will be more precise. This will affect some of the calculations as we set up the budget for 2017. A budget meeting with Ryan Burks is set for July 25. At that time he will also help us upload forms. Much of the formatting on these forms is changing, as well as auditing procedures. Audits will no longer be conducted every two years but rather the higher risk places will be priority. The longest period of time that an entity will go without an audit is four years. Other changes in this legislation were the Internal Controls and Materiality Thresholds, which we have made good progress towards completion. Ms. Merida feels that the Circuit Breaker change is good because it reduces guessing and gives a clearer budget. The Circuit Breaker for our library this year is a little over \$87,000.

Information Technology Department Uniforms Resolution:

A typo was corrected on the Facilities Uniforms Resolution, which was approved at the last meeting and was signed. Ms. Merida presented a similar resolution for the IT staff as well. (copy appended)

Ms. Carr moved: That Resolution 16-FIN-002 (IT Staff's Uniform Policy) be approved.

Seconded by: Ms. French

Motion: approved

Jason Lopp, library attorney:

Mr. Rutherford asked about Jason Lopp, library attorney. Mr. Lopp has resigned from Wyatt, Tarrant & Combs and joined a different firm. Ms. Merida reported that we will be retaining his services at the new firm and the necessary documents have already been transferred. The board agreed that this is good because he is already familiar with the Library and our needs. Mr. Lopp hoped to attend this board meeting, but was unable. He hopes to be here next month.

Memorial gift suggestions for Suellen Wilkinson:

Mr. Rutherford asked if there was any decision about a memorial gesture for Suellen Wilkinson. Ms. French reported that she will be meeting with Sally Newkirk and others in the near future and will have more information at that time. Laura Wilkins shared that Carnegie Center Inc.'s Best In Show award for the *Form, Not Function* quilt show has been renamed in honor of Ms. Wilkinson.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....July 25, 2016
