

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**NOVEMBER 28, 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, Abby Johnson, Sandra Fortner, Cyndi Kepley, Paulette Gibbs, Luis Munoz, and Marilyn Powell

Guests present:

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of October 24, 2016*
- B. Set Board Meeting for December 19, 2016*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

Mr. Whaley moved: That the consent agenda be approved as read.

Seconded by: Ms. Carr Motion: approved

**PUBLIC INPUT**

None

**PERSONNEL**

Sandra Fortner stated that there was nothing to report this month.

**DIRECTOR'S REPORT**

Ms. Merida asked if there was anything the board would like to discuss from the Director's Report. Mr. Whaley asked about the Lines of Credit policy. Ms. Merida stated that it will be discussed under New Business.

**OLD BUSINESS**

Library Foundation:

Ms. Poe stated that she would like to add Joe Boesing to the Foundation. There was a discussion about whether any action was needed from the board about adding another member to the Foundation. The board decided to vote for approval.

Mr. Whaley moved: That Joe Boesing be appointed for the Foundation board.

Seconded by: Ms. French

Motion: approved

Ms. Merida asked for Mr. Boesing's contact information. Ms. Poe stated that he works at Monroe Shine here in New Albany. Ms. Merida stated that she polled the Foundation board about meeting times and had enough response to set the first meeting for December 6. There are now a total of eight Foundation board members.

Memorial Committee – Criteria:

Ms. French reported that there were no revisions to the criteria since it was reviewed at the last meeting. Ms. Merida brought a draft of a naming policy from 2014 she found after the last meeting. A discussion followed. Ms. French stated that the committee didn't want to get too specific since it cannot be predicted what contributions people will make. The committee did not want to limit their options in the future. Ms. Carr pointed out that the 2014 document was intended for naming areas of a new building. The criterion up for vote is specifically for memorials. (copy appended).

Ms. Carr moved: That the Criteria for Awarding of Memorials Policy be approved.

Seconded by: Mr. Payton

Motion: approved

## **NEW BUSINESS**

Lines of Credit Policy:

Ms. Merida explained that lines of credit with two computer companies had been applied for while she was out of the office. One company approved the credit even though the Business Office had told them no. They approved the line of credit for \$10,000. The other company approved the credit without seeking verification from the library at all. Ms. Merida stated that she was concerned because lines of credit require a board resolution to open. The State Board of Accounts recommended either canceling the accounts, or backdating a resolution to approve them. They also suggested the Library run a credit report to see how many other lines of credit are open. A discussion followed. Ms. Merida asked for permission to have Library Attorney, Jason Lopp take over the matter and ensure the accounts are properly closed.

Ms. Carr moved: That it be approved to allow Mr. Lopp to call the two companies to cancel the lines of credit and also for the library to get a credit report.

Seconded by: Mr. Payton

Motion: approved

Mr. Rutherford urged that this be done as soon as possible. Mr. Whaley asked if staff now know they cannot open accounts without permission. Ms. Merida stated that she has dealt with the current staff member and will be addressing the issue again with all staff. It will also be added to the internal controls that no staff member can set up a line of credit, and that purchases on credit still follow the existing materiality thresholds. Only the Library Director is allowed to request a line of credit through a board resolution. The board asked about the original reasoning behind the lines of credit. Ms. Merida stated that staff credit cards are limited to \$2,000 and many Information Technology orders are over that amount.

Next Board Meeting – December 19:

The December board meeting is scheduled for the 19<sup>th</sup>. It has been moved up a week earlier due to the holidays.

Board Treasurer for 2017:

Ms. Carr stated that she sent a letter to the superintendent three weeks ago requesting to be reappointed. She has not heard back at this time. Ms. Carr is willing to stay on as Treasurer, unless someone else wants the office. The bonding process has to begin now to ensure a smooth transition to the new year. Mr. Payton asked if the board can nominate Ms. Carr as Treasurer even though she has not been reappointed yet. A discussion followed.

Mr. Payton moved:                      That Ms. Carr be appointed as Treasurer for 2017 pending her reappointment.

Seconded by: Ms. French

Motion: approved

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....December 19, 2016

_____	_____
_____	_____
_____	_____
_____	_____