

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
DECEMBER 19, 2016

Presiding Officer: Mr. Tonye Rutherford, President

Board Members present: Ms. Sandra French, Ms. Gabrielle Carr, Mr. Roger Whaley, 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: Melissa Merida, Carolyn Gerton, Erin McCorkle, Sandra Fortner, Marilyn Powell, Sally Newkirk, Theresa Wiseman, Heather Schellenberger, Judy Mutschler, Marjorie Kimbrell, Luis Munoz, Laura Wilkins, and Paulette Gibbs

Guests present:

APPROVAL OF CONSENT AGENDA

- A. *Approval and signing of Board minutes of November 28, 2016*
- B. *Set Board Meeting for January 23, 2016*
- C. *Approval of Bills and Invoices to be paid*

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

Seconded by: Ms. French Motion: approved

STAFF RECOGNITION

Ms. Merida presented three staff members with gifts to recognize their years of service:

Heather Schellenberger - 15 years
Laura Wilkins – 15 years
Marjorie Kimbrell – 30 years

The board expressed their appreciation.

PUBLIC INPUT

None

PERSONNEL

Resignation:

Sandra Fortner stated that Jenna Hammond is resigning at the end of this month from her part-time Circulation/Media position. She has accepted a full-time position with a Call Center in Clarksville. A work-study student from IUS will help with her vacated position until spring of 2017. At this time there is no rush to fill this position right away.

DIRECTOR'S REPORT

Ms. Merida stated that there have been some unexpected repairs recently. Some circuit breakers for the air handlers and heaters have burned out and are no longer useful. A couple of the breakers were brought to the meeting to show the board the severity of the situation. All the circuits in that particular box will be replaced. Mr. Payton asked about recent security issues and asked if they will be addressed as they occur. Ms. Merida said yes and that a lot of issues cannot be addressed in a policy. She will continue to keep the board updated on such issues. Mr. Rutherford asked about other incidents. Ms. Merida stated that video footage is saved when an incident occurs and kept indefinitely. An updated video policy will need to be drafted and approved. A discussion followed concerning length of time to keep video footage.

Ms. Merida stated that Person-In-Charge meetings are being held once a month to update those staff about security issues, procedures, etc.

OLD BUSINESS

Library Foundation:

The Foundation Board met a week ago and selected new officers. They discovered that the previous president did not file the 990s. Mr. Whaley has asked Roderfer Moss for a list of things needed to update the 990s. He stated that Roderfer Moss has not billed the Foundation for their services to this date. The Foundation Board plans to meet monthly until all important business is caught up. The minutes from the meeting are in the board packets. Ms. Merida has asked to be ad hoc rather than a voting member of the board. This leaves one position open because the bylaws call for a seven member board. It was also suggested that a member of the Friends board sit on the Foundation Board. The board asked Ms. Merida and Mr. Whaley to rewrite the bylaws in order to clarify some issues. Mr. Whaley stated he is very happy with new board and its officers. Mr. Payton asked about board term limits. Mr. Whaley stated that there is a three-year term for some members but they can be reappointed. A discussion followed concerning the length of terms. The library was instructed to email Mr. Whaley and Ms. Merida if they have any other concerns regarding the minutes.

Security Guard:

Mr. Burks expressed concerns about the quality of help the library will receive if the salary for a security guard is too low. He reviewed the job description and feels the qualifications may be subpar as well. Mr. Rutherford stated that there needs to be a balance of needing to save money vs. getting quality applicants. Mr. Burks would like the board to discuss the job description and salary in more detail before approving. Ms. French expressed concern of the applicant having enough knowledge and experience to handle all situations. Ms. Merida stated that the qualifications listed in the job description follows other non-degree positions at the library. Mr. Whaley would like to have a discussion about whether or not the person would be armed. A discussion followed concerning other responsibilities of the security guard when no problems exist. The board decided to continue the discussion in an executive session. Liability issues and public perception about an armed guard in the library will be also addressed. The board would like to have staff input brought to the next executive session. Sandra Fortner explained that a security guard was invited to speak at one of the library's staff meetings. He has a security firm and is willing to help find someone for this position. More information will be available during a requested Executive Session next month.

Internal Controls:

Ms. Merida presented two sections of the Internal Controls policy for the board to approve. Ms. Carr shared some corrections to the policy that were mainly typos.

Ms. Carr moved: That the two sections of the Internal Controls Policy be approved with the corrections presented.

Seconded by: Mr. Payton

Discussion: Mr. Whaley asked if the policy should be corrected before approving. Ms. French stated that most corrections were typos, punctuations, and clarifications. This policy needs to be sent to the State. Other chapters will be presented as finished.

Motion: approved

NEW BUSINESS

2017 Holiday Calendar:

Ms. Merida presented the 2017 Holiday closings. (copy appended)

Ms. Carr moved: That the 2017 Holiday Calendar be approved as presented.

Seconded by: Ms. French

Motion: approved

2017 Strategic Planning:

Ms. Merida stated that she will begin working on the 2017 Strategic Plan in the first part of the year. She would like to have names from the board of community members that could potentially join in listening sessions. These listening sessions consist of people who are library users and non-users. Also some form of survey will be drafted. She would like a student looking for an internship to assist with the survey. Ms. Carr suggested contacting IUS for a student intern. Mr. Whaley suggested that the library talk to the County Commissioners and County Council about joining in the effort of creating the 2017 Strategic Plan.

Set year-end Board Meeting:

Ms. Merida reported that the final pay period of the year will need to be approved on the docket before year end. Also all appropriation transfers will be presented for approval. A special called board meeting of at least a quorum (four) is needed. The Board agreed on December 29th at 10:30 am, in Gallery Meeting Room.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....January 23, 2017

