

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
JANUARY 23, 2017

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, Erin McCorkle, Sandra Fortner, and Kaitlyn Tisdale

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of December 19 and 29, 2016*
- B. Set Board Meeting for February 27, 2017*
- 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

PUBLIC INPUT

None

PERSONNEL

Resignations:

Sandra Fortner reported that two employees have recently resigned. Holly Hensley and Peggy Roberson were both Indiana Room librarians. Two other employees are retiring next month. Ruth Koerner's last day will be February 17 and Judy Mutschler's last day will be February 1. Mr. Rutherford asked if the Indiana Room will have enough staff coverage after the resignations. Ms. Merida stated that the three remaining full-time employees have reworked their schedule for the time being.

DIRECTOR'S REPORT

Yearend Finances:

Ms. Merida reported that the Library's year end finances ended in the positive. We have experienced many difficulties lately with Keyfund, the Library's accounting software. Purchase orders sometimes go missing or show up with glitches. The staff at Keyfund are good at responding to our phone calls, but cannot seem to fix the root problems and are sometimes slow to reply. Because of these issues, we have not been able to pull all year-end reports or get the 2017 budget entered at this time. Ms. Merida is planning to look for new accounting software.

Keyfund is only used by six libraries in Indiana. Ms. Merida would like to find new software that is utilized by more Class-A libraries like our own.

Library Foundation:

The Library Foundation met a second time. The meeting minutes were included in the Board packets.

Energy savings report:

Ms. Merida pointed out energy consumption statistics in the Board packets. She commended facilities manager Jeremiah Dixon for his work to reduce energy spending. In the past the Library has looked into updating light fixtures to LED for increased efficiency. We have now found light bulbs that fit odd-shaped light fixtures upstairs. Replacing these bulbs should lower the energy cost significantly. Mr. Whaley asked if there were any rebates available from Duke Energy. A discussion followed about light bulbs and Ms. Merida stated that there would have been if the entire unit bulbs were replaced. Mr. Dixon is working with three companies to get quotes.

Ms. Merida reported that she met with Don Lopp, the county planner. It was a very good meeting and they were able to share some ideas for the future.

2017 Budget:

The budget form 1782 has been received, signed, and sent back to DLGF. Mr. Burks reported that even after his budget was certified it did not come in at what was projected. They have the option to resubmit or certify it at the new amount. A discussion followed. The Library's original circuit breaker was \$139,000; when it got certified, it came back at \$69,000. The lower amount is good news for the library.

ELECTION OF OFFICERS

The Board discussed the various positions up for election. Ms. French wished to remain out of the rotation because she was unsure if she will be reappointed. The following nominations were made:

Mr. Whaley moved: That Jerry Payton be appointed as Board President.

Seconded by: Ms. Carr Motion: approved

Ms. Carr moved: That Ms. Poe be appointed as Vice President.

Seconded by: Mr. Whaley

Discussion: Ms. Poe stated that she does not want to be the Vice President.

Due to Ms. Poe declining the position the motion was amended.

Mr. Rutherford moved: That Mr. Burks be appointed as Vice President.

Seconded by: Mr. Whaley Motion: approved

Mr. Burks moved: That Mr. Whaley be appointed as Board Secretary.

Seconded by: Ms. Carr Motion: approved

Ms. Carr agreed to remain as Board Treasurer for 2017. Mr. Payton assumed the President's chair to officiate the rest of the meeting. He thanked Mr. Rutherford for his time and efforts serving the Board these last two years.

OLD BUSINESS

Library Foundation:

Mr. Whaley and Ms. Merida discussed a request from Stephanie at Rodefer Moss for past tax returns. The library does not have those copies. Ms. Merida and Mr. Whaley will have to call the IRS. The IRS will only release the tax returns to a board member from that time period, such as Mr. Whaley. A discussion followed.

Ms. Merida asked if any board members were familiar with the Building Improvements Gift Fund, an inactive account that possibly belongs to the Foundation. A discussion followed about the possible origin of the account and what next steps are needed to make the account active again. The account has approximately \$10,000 currently. Mr. Whaley and Ms. Merida will take care of this account.

Mr. Whaley stated that now that the Foundation has an active board, they have invited a trust officer from MainSource Bank to speak to them. The Foundation Board is planning to request quotes from various banks to select a trust officer. The 990s were provided to Stephanie with everything but apparently she needs more documents now. They need to get the 990s settled before the next tax season starts. A discussion followed about what actions are needed from the board.

Security Guard:

Ms. Merida asked if the Board would like Charles Nance to review the security guard job description. The Board agreed. A discussion followed about the amount of money required to hire an adequate candidate. Ms. Merida stated that she values relationship and approachability with patrons as well as consistency of attendance. Ms. Merida pointed out the careful balance that must be struck, as the security officer will need to engage with both well-behaved and troublesome patrons. The Board discussed the merits of hiring a security company versus a new Library employee. Mr. Whaley suggested reestablishing relationships with law enforcement across the street. Another consideration is the substantial difference in insurance, as it would cost more for armed officers. Ms. Poe expressed concerns about micro-managing Human Resources' task of finding a candidate. Mr. Whaley suggested that Ms. Merida review the budget to find enough funds and for Ms. Fortner to send out requests for proposals. Ms. Merida reported that she had already talked to Frank Loop about walkthroughs and the sheriff's department will not do them on a regular basis. Mr. Payton also requested that Sandra Fortner find out what it would cost to potentially hire off-duty police officers and/or retired officers. Ms. Merida and Ms. Fortner agreed.

Amended Resolution of Fund Transfers: (copy appended)

Ms. Carr moved: That the Resolution for Transfer of Funds Within the Same Major Category Amendment (17-FIN-001) be approved.

Seconded by: Mr. Rutherford

Motion: approved

NEW BUSINESS

Resolution for Payment of Utilities: (copy appended)

Ms. Carr moved: That the Resolution for Payment of Utilities, Rentals, Postage, Building Insurance, and for the Monthly Payroll Plus Other Listed Items (17-FIN-004) be approved.

Seconded by: Mr. Burks

Motion: approved

Resolution for Interfund Loan: (copy appended)

Mr. Burks moved: That the Resolution for Interfund Loan (17-FIN-003) be approved.

Seconded by: Ms. Carr

Discussion: Ms. Poe asked for clarification on the moving of gift funds. Ms. Merida stated that gift funds wouldn't be moved without board approval first.

Motion: approved

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....February 27, 2017

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