

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

APRIL 24, 2017

Presiding Officer: Mr. Jerry Payton, President

Board Members present: Ms. Sandra French, Mr. Roger Whaley, Ms. Pamela Poe, Mr. Tonye Rutherford, and Mr. Steve Burks

Board Members absent: Ms. Gabrielle Carr

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, Marilyn Powell, Abby Johnson, Paulette Gibbs, Cyndi Kepley, Laura Wilkins, Kaitlyn Tisdale, Luis Munoz, and Sally Newkirk

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of March 13, & March 27*
- B. Set Board Meeting for May 22*
- C. Approval of Bills and Invoices to be paid*

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

Seconded by: Mr. Rutherford Motion: approved

PUBLIC INPUT

Paulette Gibbs:

Paulette read a letter of appreciation for her service at the library. She is retiring as of May 19, 2017. The board applauded her for her dedication to the library. Invitations were sent for her retirement party.

PERSONNEL

New hires:

Ms. Fortner stated that Stephanie Johnson was hired for the part-time Circulation Services Assistant position. Her effective date is April 17. She is replacing Tori Sheppard.

John Carney is the new Work One employee. He was hired to help with Marketing and also to assist in Circulation. He will be working here for six to eight weeks. He has great skills and is able to work in several areas.

Sandra reported that she has received a lot of positive feedback from the staff about our new Security Staff. An officer from the New Albany Police Department stopped by and dropped off an application for a position in Security. He is soon to be retired and if hired he can serve as backup to current staff or as a floater when needed.

DIRECTOR'S REPORT

Summer Reading Program kickoff:

Ms. Merida reported that the kickoff for the Summer Reading Program is scheduled for June 3. She invited the board to attend. Activities and games are being planned. It will be held from 10 a.m. until 12 noon.

Don Lopp and Temperman Architects:

Ms. Merida reported that she met with Don Lopp and Temperman Architects regarding the Digital Branch at the historic house in Floyds Knobs. Another meeting is scheduled with Don Lopp on April 28, to discuss an inner local agreement for the partnership on the location. The agreement will be brought to the board for approval. Two letters of support for a grant have been written. One is for Historic Landmarks Tourism. This grant will get the building ready to open. The second grant is for Public Art in Rural Areas. In being included in this grant the Carnegie Center could potentially have a piece of public art at the location. Mr. Whaley asked about parking. Ms. Merida explained that there are currently nine parking spots with plans to add more.

Ms. Merida and Jeremy Givens have submitted E-rate forms for the digital location. The Carnegie Center and the new location will become a part of the E-rate discount program. An RFP through Adtech has been sent out for the equipment, including computer wiring and hardware. Discussions have begun regarding hours of operation and employees to staff the branch. A possible suggestion for the hours is 11 a.m. until 7 p.m. for employees with the branch opening at noon. Some form of security will be discussed prior to opening. Ctech Security covers a lot of the private homes in that area. A discussion followed concerning the inside of the building and restroom accessibility.

Meeting with Mayor Gahan:

Ms. Merida requested a meeting with the Mayor to discuss the Volunteer Database Project. A name for the project needs to be selected and a domain address. This project will be discussed in more detail after the Summer Reading Program kickoff. Ms. Merida stated that she had conversations with the mayor about the past and communications in going forward. There was a brief conversation regarding future parking and safety crossing solutions. He is extremely excited about the popup branches and the work we're doing.

Building and Maintenance Subcommittee:

At this time Mr. Whaley is the only one appointed to this committee from the board. Mr. Payton agreed to serve on the committee as well.

Strategic Planning Meeting:

On May 16, there will be a Community Conversations meeting to discuss the Strategic Plan. There will be a breakfast for the morning meeting at 7:00 a.m. For those not able to attend the morning session there will be a coffee break at 2:00 p.m. The Board was invited to attend as well. The Community Listening Session will be held at Floyd Central on May 11, from 6 pm until 8 pm. Any community member is invited to attend. All meetings will be advertised. A survey will also be available.

OLD BUSINESS

Cell phone reimbursement:

Currently the Facilities and IT Managers are receiving reimbursement of 50% of their personal cell phone plans, with a maximum of \$50. Mr. Burks suggested that the cell phones be issued from the library under the current in-house plan instead of being reimbursed for personal phones. There have been some issues with reimbursement and concerns for the state requirements for reporting. Mr. Burks stated that it would be cleaner to give the two staff

members a library-issued phone and not have to ask them to turn in a monthly personal bill. He felt it would cost about the same and one check could be cut for the entire library bill. A discussion followed concerning which plan to adopt that would be easier for the library.

Mr. Rutherford moved: That the two staff members be issued library phones instead of providing a reimbursement for personal phones.

Seconded by: Mr. Burks

Discussion: A discussion followed concerning the State Board of Accounts having a problem with the library issuing reimbursement on phone bills with a credit. Due to the credit, the balance due is a negative figure. The current policy states that half of the bill will be reimbursed up to \$50. Also there was a discussion regarding if a 1099 should be issued at the end of the year.

Motion: approved

The new policy is effective immediately and phones will be purchased as early as possible. Ms. Merida was instructed to look at the current policy and reword it accordingly.

NEW BUSINESS

Board Meeting schedule change:

Ms. Merida stated that she would like to have the board meetings earlier in the month to assist with bank reconciliation each month. Currently checks are mailed out after board approval on the fourth Monday and do not clear the bank by the end of the month. In some cases checks are outstanding for two months and vendors have to be called and gently reminded to deposit their payment. A discussion followed concerning which day of the week is better. The second Monday of each month was the only day all board members are available. The new schedule will begin in June. Mr. Burks asked if the bills for May could be emailed and voted on electronically. This would alleviate having to meet in May since the June meeting would be coming up shortly thereafter. A discussion followed regarding the legality of this issue. The board decided to go ahead and meet in May on the 22nd.

Mr. Rutherford moved: That the board meetings be moved to the second Monday of each month beginning in June.

Seconded by: Mr. Burks

Motion: approved

Skate Board Park - Public Art Project:

Sally Newkirk passed out a rendering of the New Albany Riverfront Skate Park. She stated that it does not show all the broken concrete and other needed repairs. Dan Pfalzgraf suggested recreating the park as a piece of public art that can actually be used for skating. After meeting with the Mayor about this idea he was very much in favor. The park will be demolished and rebuilt. The Carnegie will help raise the funds and after that the City will take care of the upkeep. A stakeholder's meeting will be held on April 29, at 10 a.m. to meet with a company from Cincinnati called Hunger Skate Parks Design and Construction. The board was invited to attend. That afternoon from 1:00 until 2:30 pm a public engagement activity will be held at the skate park down on the river. The public will be asked for their input on the design for the new skate park. The Carnegie Center is excited about this idea and looking forward to the meetings to discuss this project. A discussion followed.

NAFCPL Website:

Mr. Rutherford asked if patrons can apply for a library card and/or renew their card on our website. Ms. Merida stated that she attended an ADOLPLI Director's meeting a few weeks ago and discovered that there is new software out now that will authenticate addresses with set

perimeters. This is the only hold up for allowing patrons to apply for library cards online. Ms. Merida is attending ALA in Chicago in June and will talk to vendors at that time about new software on the market. She will report back on the subject afterwards.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....May 22, 2017

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