

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
MAY 22, 2017

Presiding Officer: Mr. Jerry Payton, President

Board Members present: Ms. Sandra French, Ms. Gabrielle Carr, and Mr. Roger Whaley

Board Members absent: Mr. Tonye Rutherford, Mr. Steve Burks, and Ms. Pamela Poe

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Sandra Fortner, Carolyn Gerton, Marilyn Powell, Abby Johnson, Paulette Gibbs, Cyndi Kepley, Jeremiah Dixon, and Sally Newkirk

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of April 24*
- B. Set Board Meeting for June 12*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

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

Seconded by: Ms. French Motion: approved

Mr. Whaley reminded the board that next month's meeting is scheduled for the second Monday instead of the fourth Monday going forward.

PUBLIC INPUT

None

PERSONNEL

Resignation:

Part-time Circulation Assistant, Justice Killion, resigned as of May 13. She received a paid internship and accepted the opportunity.

Retirement:

Paulette Gibbs, Reference Manager, retired on May 19. Her position has not been filled at this time. The job description will be reviewed and advertised at a later date.

DIRECTOR'S REPORT

Summer Intern:

Ms. Merida reported that the library was asked to be a possible candidate for a memorial scholarship that gives a Senior from Floyd Central a summer job. The scholarship is \$1500 and

the library matched that amount. The recipient, Sofia Franco, will be working here over the summer. The library is excited to have her on staff. She is bilingual and will be going out with the Pop-up libraries.

Ivy Tech student practicum:

Abby Johnson reported that another Intern, Derre'ka Jones will do her practicum for Early Childhood here at the library. She will begin on June 5.

New Furniture:

Ms. Merida stated that she is pleased to announce that new furniture has been purchased to replace old fabric chairs. These chairs are plastic with leather seats and easily cleaned. Ms. Merida gave a huge thank-you to the staff for assisting with switching these chairs out. All work was accomplished in one day.

Digital Branch update:

Ms. Merida reported that the plans are coming along with the Digital Branch. The Commissioners meeting went very well. Once the final architect meeting is held the plans will be sent out to bid. The first draft of the interlocal agreement is in the board folders and is ready for review by the board. It will be discussed later in the meeting.

Strategic Plan Listening session:

Ms. Merida explained that the first Strategic Plan meeting was held and only two people attended. It was hosted at the Media Center with the help of Pamela Poe. Really good input was received from the two people that attended. Two listening sessions have been scheduled for June 1st. One is scheduled for the morning and the other is for the afternoon. Also surveys are being turned in regarding the Strategic Plan and services that patrons would like to see offered.

Foundation Tax Forms:

Ms. Merida stated that the Foundation is up to date with all tax filings. Mr. Whaley was thanked for all his work with this matter.

OLD BUSINESS

Resolution for Pop-up Cards Policy:

Ms. Merida stated that this matter was discussed in March. She reported that with the current accounting system there is not a clear cut way to divide out the overdue fees and fines to be able to report an exact dollar figure on this collection. All fees are collected under the same line item. We are currently looking into new ways to get a handle on this issue. Due to needing a policy before starting the Pop-ups, a new policy was created for library cards that will carry no fines when used at these locations. These cards will look different from the regular library cards and will not be available for use at the main library. (copy appended)

Ms. Carr moved: That the resolution for the Pop-up library cards be approved as presented.

Seconded by: Mr. Whaley

Motion: approved

NEW BUSINESS

PLAC Quarterly Report:

Ms. Merida presented the PLAC Quarterly Report for the 4th quarter in 2016 and the 1st quarter in 2017. Last year's was inadvertently missed but will be mailed with the current report. One card was sold in the 4th quarter of last year. The board president and library director signed the reports.

Interlocal Agreement for 6954 US 150 digital branch location:

Ms. Merida reported that she was pleased to learn that the Floyd County Board of Commissioners will maintain the building, the upkeep of the landscape and pay for the renovations to the house. The library will be responsible for all utilities and provide the inside furnishings to set it up as a functioning library. There will be lots of advertising prior to opening. The first draft was presented to the board to review. Hours and staffing will need to be set by the library. A discussion followed concerning hours of operation. No action is needed from the Library Board at this time. Mr. Lopp will be given a copy of the final draft.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....June 12, 2017

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