

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
DECEMBER 11, 2017

Presiding Officer: Mr. Jerry Payton, President

Board Members present: Sandra French, Steve Burks, Pamela Poe, Roger Whaley, Gabrielle Carr, and Tonye Rutherford

Board Members absent:

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Sandra Fortner, Carolyn Gerton, Erin McCorkle, Laura Wilkins, and Stefanie Merrifield

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of November 13*
- B. Set Board Meeting for January 8*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

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

Seconded by: Mr. Burks Motion: approved

PUBLIC INPUT

Laura Wilkins complimented the Carnegie Center on their new exhibit about jazz musician Jamey Aebersold, which opened on December 8. Lots of people were there, including Jonathan Wolff, who wrote the themes to *Seinfeld* and *Will & Grace*. The exhibit will be up through February 3, and Ms. Wilkins encouraged the Board to go see it.

PERSONNEL

Ms. Fortner introduced Stefanie Merrifield, who will be at the Digital Branch when it opens.

Indiana Room Archivist Kaitlyn Tisdale resigned effective November 20. The Library will take some time to determine if the position should be replaced or not. We are hoping to put together a focus group to look at the Indiana Room to see what direction it should go and how to best use the staff. Mr. Burks asked if the Indiana Room is part of the overall picture of Structure for Success. Ms. Fortner replied that it is.

A recent development that was not included on this month's Personnel Report is that a part-time customer service liaison, Heather Wyss, has been hired and started work today.

DIRECTOR'S REPORT

Ms. Fortner encouraged the Board to walk around and see all the Christmas trees throughout the Library, especially the large main one in the upstairs lobby. Judge Granger and her staff came over to take their Christmas card picture in front of it. The Library already owned most of the trees, although Jeremiah Dixon donated the big tree this year. Ms. Merida decorated them all, and also created all the Library wreaths. Mr. Burks suggested for next year a tree that patrons could bring in ornaments to help decorate, encouraging community engagement.

FOUNDATION REPORT

Mr. Whaley reported that the Foundation account made \$32,000 in one month with German American Bank. The Foundation is also looking for new members. There are currently seven, and the bylaws allow up to fifteen. Mr. Whaley encouraged the Board to send him names of people who may be interested in joining the Foundation Board. He added that they will probably go to holding quarterly meetings, since the big issues have been taken care of.

Laura Wilkins asked about donation thresholds. She explained that there has been a discussion about developing a document with some structure that would help patrons understand different options or levels of giving. Mr. Whaley said that donations of more than \$1,000 go to the Foundation, unless it is earmarked for something specific. A discussion followed.

OLD BUSINESS

There was none.

NEW BUSINESS

Director Review:

Mr. Whaley explained that the last review the Board did with Rose Frost included a "360", meaning that Library staff were able to give their input. He feels the 360 is valuable because the staff see the Director much more frequently than the Board does. The Board agreed that the 360 is a good idea. Melissa Merida will email the Board the Indiana State Library Standards annual director's review for them to complete. It is due back to Ms. Fortner by December 18 so it can be submitted by the end of the year. A discussion followed about the State's review and the 360.

Set Year End Meeting:

The Board discussed possible days and times. Enough members must be present to form a quorum. The Board decided on December 28 at 2:00 p.m.

Salary Chart for 2018:

Ms. Fortner passed around the 2018 salary chart for the Board to review before being approved at the meeting on December 28. Mr. Payton suggested voting on it now since all Board members are present.

Ms. Carr moved: That the 2018 Salary Chart be approved.

Seconded by: Ms. French

Discussion: Mr. Whaley asked why there are so many customer service liaisons. Ms. Fortner explained that these are renamed positions due to the restructure; these employees used to be assistants in various areas. Mr. Burks asked about raises. Ms. Fortner explained that only certain people got raises due to the restructure and changes in responsibilities.

Motion: approved

