#### MINUTES OF THE REGULAR MONTHLY MEETING

#### **BOARD OF TRUSTEES**

#### NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY

### **NOVEMBER 13, 2017**

Presiding Officer: Mr. Jerry Payton, President

Board Members present: Sandra French, Pamela Poe, Roger Whaley, Gabrielle Carr, and

Tonye Rutherford

Board Members absent: Steve Burks

**Board Attorney:** Mr. Jason Lopp was not present.

Melissa Merida, Sandra Fortner, Erin McCorkle, Abby Johnson, Staff Members present:

Brenda Kennedy-Snyder, and Laura Wilkins

Guests present:

# APPROVAL OF CONSENT AGENDA

A. Approval and signing of Board minutes of October 16

B. Set Board Meeting for December 11C. Approval of Bills and Invoices to be paid

D. Items to be declared surplus

Ms. Carr moved: That the consent agenda be approved.

Seconded by: Mr. Whaley

Mr. Whaley asked if the Library has gotten a new insurance agent since Diane Swank passed away. Ms. Fortner explained that she had been working with another agent at Insuramax during Ms. Swank's illness. We will be meeting with the new agent again in the near future.

Motion: approved

## **PUBLIC INPUT**

There was no public input.

# **PERSONNEL**

Ms. Fortner had no personnel news this month. She encouraged the Board to attend the Library's upcoming holiday dinner party.

## **DIRECTOR'S REPORT**

Ms. Merida apologized for not writing a Director's report. She explained that the new rotating schedule has been more of a challenge than imagined, and many hours of work have been spent on it. It is now week three of the arrangement, and it is continuing to be a challenge but improving. There has been some good feedback from staff who enjoy getting to move around the building and learn new things. Under this new structure, many books are now being shelved the same day as they come in, and there are no holds on the holds list. Ms. Merida is very proud

of the staff and of these two accomplishments. She commended the staff's willingness to work outside the box. We will continue to work through issues as they arise.

Last week nine staff members attended the TLC conference in Louisville. TLC is the Library's cataloging and checkout software. The staff was able to meet the developers and ask questions. This week seven staff members will attend the ILF conference in Indianapolis. Ms. Merida will be part of a panel that is presenting about the Insta-Library, which was the pop-up Library project over the summer.

Ms. Merida told the Board about an incident last week when the old Reference desk and surrounding carpeting were being torn out. As technicians from Butler Flooring were prepping the floor, cleaning liquid dripped through holes in the floor onto previously unknown live wires. This caused flames to shoot through the holes. The building was cleared and the fire department and electricians were called. It is very fortunate that the live wires had not caused any problems until now. The Library was closed until 5 p.m. that day because it was unclear how long it would take to resolve the issue. Also this past week, the fire department was here three times due to false alarms from a sensor in a bathroom. The theory is that a deodorizer was misaligned and was spraying on the sensor. The repaired floor upstairs is now finished and looks good, and is ready to have shelves moved onto it. The taller shelves in Children's have been traded for lower shelves, improving visibility.

## **OLD BUSINESS**

Building Improvements Gift Fund:

In the previous Board meeting, the Board approved a motion to move the Building Improvements Gift Fund from Main Source Bank to German American Bank. Now an official resolution has been typed up for signing. Mr. Payton read the resolution to the Board. (copy appended)

Mr. Rutherford moved: That the Resolution to Close Building Improvements Gift Fund

Account at Main Source Bank and move said funds to German

American Bank (17-FIN-008) be approved.

Seconded by: Ms. Carr Motion: approved

## **NEW BUSINESS**

Ms. Merida reported that demolition is set to begin this week at the Digital Branch. Once the demo is started, it should be 120 days to completion. The bathroom and kitchen will be completely remodeled, flooring will be improved, and new windows will be installed. Ms. Poe asked if special permission was needed for the windows. Ms. Merida replied that Don Lopp and the architects have taken care of finding out how to stay in compliance with historic guidelines. The building is not an official landmark, but is on the historic registry.

## **ADJOURNMENT**

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Reviewed and approved by the Board of Truste	es	December 11, 2017			
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