

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
JANUARY 8, 2018

Presiding Officer: Mr. Steve Burks

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

Board Members absent:

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Erin McCorkle, Sandra Fortner, and Laura Wilkins

Guests present:

ELECTION OF OFFICERS

The Board discussed the standard rotation of officers. Ms. Carr had previously been selected as Treasurer. Sandra French would have been Secretary, but will be resigning from the Library Board. After a discussion, Mr. Rutherford volunteered to be Secretary.

The Board officer nominations for 2018 are:
Steve Burks for President.
Roger Whaley for Vice President.
Tonye Rutherford for Secretary.

Ms. Carr moved: That the slate of officers be approved.

Seconded by: Mr. Whaley Motion: approved

APPROVAL OF CONSENT AGENDA

- A. *Approval and signing of Board minutes of December 11*
- B. *Set Board Meeting for February 12*

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

Seconded by: Ms. Carr Motion: approved

PUBLIC INPUT

None

PERSONNEL

Sandra Fortner reported that recent hire Ann Barbieri had to resign due to health issues. We are looking to fill the position, which is a 25 hour Librarian. Ms. Merida explained that there are still several open positions, and part-time librarians are the hardest to fill.

DIRECTOR'S REPORT

Ms. Merida reported that there is still a lot of activity throughout the building. Magazines are moving closer to the front, and look very attractive in their new containers. The entire back corner of the stack area has been cleared in preparation to move the Reference office there. Plans are underway to create more workspaces in the Children's office. The Gallery meeting room is now painted and the television will be hung soon. It will become a computer room, but the computers will be on a moveable cart so they can be "on the go." The current computer lab will become an area for material handling. Ms. Merida's strategy in furniture buying is uniformity, a clean look, and high quality. The goal is that wherever the furniture is placed in the building, it will look good. Mr. Burks asked about the coffee bar. Ms. Merida explained that we have talked to Keurig and are exploring the option of industrial Keurigs. The coffee area will be in the upstairs front corner. Matching storage totes were purchased to store Christmas décor in the loft in the garage across the street. Ms. Poe complimented the Library on how beautiful the Christmas trees and wreaths were. In Children's, an interactive play area with a new play house was inspired by the success of a cardboard gingerbread house at Christmas. In the Teen area, new "egg" chairs were purchased and gaming stations will be created, with Habitat for Humanity picking up the old pink furniture.

Carts have been purchased so that televisions can be used throughout the building, allowing us to create feeds so patrons can view Library events even when the Auditorium is full. Laura Wilkins added that we will be using that strategy for the upcoming Jamey Aebersold concert. Mr. Burks asked if events are recorded for archival purposes. A discussion followed.

Ms. Merida hopes to create a focus group for the Indiana Room by the end of the month. Because of space, we can't just keep collecting. The Indiana Room is a great resource, but we must decide its purpose and what it should be known for. She encouraged the Board to join. Ms. Poe asked how many meetings the focus group would hold. Ms. Merida replied 1 or 2 meetings. She is also working with Carnegie Director Sally Newkirk to decide what artwork in the hallway should be kept. The Carnegie will be having an art sale, so unwanted pieces can be sold there.

Ms. Merida has met with Ms. Newkirk, and they are working on strong job descriptions for everyone at the Carnegie. Once those are in place, we will begin advertising for her job. Ms. Newkirk's last day of work will be sometime in April.

FOUNDATION REPORT

Mr. Whaley had nothing to report. The next Foundation meeting will be January 23, which will also be the annual meeting. Mr. Whaley is still requesting names of potential candidates to join the Foundation Board. The meetings may also change to evenings to gain new members.

OLD BUSINESS

There was none.

NEW BUSINESS

PLAC Report:

There were no PLAC cards sold this quarter. Mr. Burks and Ms. Merida signed the form.

Resolution for Interfund Loan:

This resolution is done every year authorizing Ms. Merida to borrow money from Rainy Day or other funds, if necessary. (copy appended)

Mr. Rutherford moved: That the Resolution for Interfund Loan (18-FIN-001) be approved.

Seconded by: Mr. Whaley

Motion: approved

Mr. Whaley asked about the resolution for payment of bills. The most recent version of this resolution was not bound by date, so it remains in effect. Mr. Whaley requested that the minutes reflect this.

Treasurer's Oath of Office:

Mr. Burks administered the oath of office to Ms. Carr. The form will be notarized and sent to Library Attorney Jason Lopp.

Library name and logo:

Ms. Merida explained that the Library's name and logo will need to go on the new branch. She does not care for the current logo with the bridge, because once a person crosses the bridge, they've missed the Library. Also, the bridge is nowhere near the branch. This would be a great time to rebrand ourselves. Laura Wilkins has reached out to Allen Howie of Ideology and Luis Munoz is also working on something new. Ms. Merida feels this is also a good time to be called the Floyd County Library, with this location being the New Albany Branch or Central Library. Some people who live in the county think they don't have service here because of "New Albany" in the name. Mr. Burks agreed that this would go a long way to solidifying the idea that we are for the county. Mr. Whaley agreed but urged caution in dealing with local politics. Ms. Merida encouraged the Board to give some thought to the issue, but a decision will have to be made soon. By the end of February, we will be close to having the branch turned over to us. The ideal logo will be simple, recognizable, and look good no matter where it is imprinted. Ms. Poe asked how much the bridge logo cost. Laura Wilkins replied that it was in the thousands.

Fines:

Some time ago, the Board had discussed the possibility of eliminating fines. At the time the Board wanted to know how much we take in from fines and how much we pay for Unique Collections. Ms. Merida explained that in 2017 the fine amount was a little over \$13,000, representing .4% of our total revenue. As for Unique, we paid them \$4,421 last year, equaling 494 individuals. We pay Unique \$8.95 per person whether we get anything back or not. Unique's reports are cumulative, so it's very hard to tell how much they have actually gotten back for us. We estimate that we have spent \$83,000, and have gotten about \$47,000 returned since we started using their services. Ms. Merida feels this isn't a good return on investment. Two years ago, the law changed so that Library collections can't go against a person's credit record. Now the threat of collections doesn't mean what it used to. Unique is a totally separate issue from fines, though.

Regarding fines, Ms. Merida explained that there is a growing trend in the Library world to not worry about tiny amounts – Libraries just want materials to be returned. Ms. Merida distributed her Fine Free Proposal to the Board. Under this plan, only email (no paper) reminders will be sent at 7 and 14 days. At 21 days, an overdue bill will be sent with the item's replacement cost. At 14 days overdue, the patron's card will be blocked from checking out any more items. However, Library databases and electronic materials would still be accessible.

Ms. Carr moved: That the issue of fines be tabled until typos are corrected on the resolution.

Seconded by: Mr. Rutherford

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....February 5, 2018

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