

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

APRIL 9, 2018

Presiding Officer: Mr. Steve Burks President

Board Members present: Ms. Sandra French, Ms. Gabrielle Carr, Ms. Pamela Poe,
Mr. Roger Whaley, Amy Niemeier, and Mr. Tonye Rutherford

Board Members absent: None

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, Brenda
Kennedy-Snyder, Stephanie Merrifield, Laura Wilkins, and Eileen
Yanoviak

Guests present: Murray Drury, local resident

Introduction of new board member:

Mr. Burks introduced the new board member and asked her to give the board a brief description of her background. Ms. Niemeier explained that she is the principal at Slate Run Elementary. Prior to becoming principal, she worked at Georgetown, Pine View, Floyds Knobs and Grantline in the school system. She is married and has one son. Ms. Niemeier also serves as secretary for the Harvest Homecoming and has done so for 15 years. A brief discussion followed. The board welcomed her to the board.

APPROVAL OF CONSENT AGENDA

- A. *Approval and signing of Board minutes of March 12*
- B. *Set Board Meeting for May 14*
- C. *Approval of Bills and Invoices to be paid*

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

Seconded by: Mr. Whaley

Motion: approved

PUBLIC INPUT

Murray Drury, local resident of New Albany was present to speak about the Statewide Reciprocal Borrowing Covenant. He stated that he spoke with Ms. Merida over a year ago about this issue. He explained that the program allows patrons to borrow from any library in the state of Indiana regardless of which county you live in, as long as it is a participating library. Under this program the library is not required to mail books back or incur any related costs. In order for this library to participate we would need to sign the agreement to enter the Reciprocal Borrowing program. All libraries that participate in the agreement are the only ones that patrons are allowed to use. Ms. Merida explained that Mr. Drury is the only inquiry for this program we have had thus far. No other patrons have expressed interest in the program. A discussion followed. Ms. Merida agreed to look into the program in more detail and report back.

PERSONNEL

Retirements:

Sally Newkirk will be retiring at the end of April. There will be a reception on April 20 to honor of her dedication to the Carnegie Center and to say farewell.

Nancy Strickland will be retiring on April 21. She worked in the Indiana Room for the past 13 years. She will be pursuing opportunities to spend time with family.

New hires:

Sandra Fortner reported that Eileen Yanoviak will be replacing Sally Newkirk. Eileen was introduced to the board. She gave a brief description of her background and expressed her excitement in the position.

Melinda Bory will begin on May 14, as a librarian with an MLS from UK. She is coming from the Marion Ohio Public Library. Melinda is originally from the Louisville area.

DIRECTOR'S REPORT

Digital Branch update:

Ms. Merida reported that the walls have been painted at the Digital Branch. The windows have been installed. The hardwood floors will be finished next week. There is still not an official open date at this time. Furniture is still being ordered for the building and some things have already come in. Progress is being made and it is hoped to have the keys in early May.

ILF Conference preparations:

Ms. Merida stated that the library will be hosting the Regional ILF Conference on April 20. The upstairs is being prepared for the hosting. The industrial Keurig is in and the water line has been installed. Flooring should be completed by the end of this week. Other improvements have been completed to the coffee shop area.

Movement upstairs is almost done:

Most work is finished on the upper level, except for breaking up the computers into pods. This will allow patrons a little more privacy and everyone will not be congregated in the middle of the room.

New safety desk:

The new safety desk has been installed and a hole has been cut in the wall for books to be returned.

Business Office renovations:

The walls are up, the electric is installed and the drywall has been painted. Carpeting has been selected. Due to the office being behind the scenes, it will not be completed by the ILF Conference.

New logo final version:

The final version of the new logo should be here in a couple of days. Allen Howie is doing the new logo. The name of the library is not being officially changed, just the branding. The actual first use of the logo will be on the Summer Reading Program flyer.

FOUNDATION REPORT

Mr. Whaley stated that the Foundation voted to accept Samuel Weissinger from German American Bank on their board. This requires a confirmation vote from the library board to make his appointment official. Mr. Whaley reported on his background. German American holds the Foundations' funds leading the Foundation Board to have a discussion on his appointment possible being a conflict of interest. After much discussion it was determined that it was not a conflict of interest by the Foundation Board.

Ms. Carr moved: That Samuel Weissinger be appointed to the Foundation Board.

Seconded by: Ms. Poe

Motion: approved

Ms. Poe stated that she has not seen the Foundation Board members' names on the Library's website. She said it was discussed some time ago to create a Foundation page. Ms. Merida stated that she will speak with Luis Munzos about rebuilding the website to include a tab for the Foundation Board. In the future a tab will be created to donate to the library. A discussion followed. This process will begin immediately following Summer Reading Club implementation. There was more discussion regarding credit card collections for donations via the web and RFID benefits.

OLD BUSINESS

Plac Quarterly Report:

The Board President and Library Director signed the quarterly report. One card was sold this quarter. It will be mailed to the State Library.

Safety Deposit Box Resolution:

Ms. Merida reported that the bank required all names listed in the board minutes be present at the same time to sign signature cards to be able to access the box. Ms. Merida stated that she is now suggesting that she and Carolyn Gerton be the only two names on the new resolution in order to expedite the process. Items will be inventoried and explained to the Board at the next meeting. She presented the resolution. (copy appended)

Mr. Rutherford moved: That the resolution be approved as read.

Seconded by: Mr. Whaley

Motion: approved

A late fee has been assessed, but the bank manager is willing to waive the fee. A determination will be made whether or not to renew the safe deposit box after inventory.

NEW BUSINESS

Permission slips for Children's activities and after-hour events: (waivers)

Ms. Merida reported that a permission slip is used for some Children's events. It does not appear that the board or lawyer ever approved this document. Some information on the form appears to allow library employees permission to take children to the doctor if needed. Currently it is common practice that if an incident/accident occurs the employee would dial 911 rather than driving someone to the hospital. Ms. Merida asked if this form is needed. These forms are utilized when the library has after-hours events. A discussion followed about offering these after-hours events. Mr. Rutherford stated that he is not comfortable with the events and feels the permission slip needs to be dissolved. The board agreed by consensus. Brenda Kennedy-Snyder explained some of the programs that occurred after-hours. She stated there are only two or three of these type programs per year. Mr. Burks stated that he feels there are enough hours during the regular opening to accommodate such programs. Employees that stay for these programs are required to take the hours off during the week rather than being paid

Reviewed and approved by the Board of Trustees.....May 14, 2018
