

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

**MAY 14, 2018**

Presiding Officer: Mr. Steve Burks, President

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

Board Members absent: None

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Erin McCorkle, Misty Fultz, Brenda Kennedy-Snyder, Melinda Borie, and Abby Johnson

Guests present:

**NEW BOARD MEMBER**

Mr. Burks introduced new Board member Ann Carruthers. She is taking the position of Sandra French, whose term ended in December 2017. Ms. Carruthers introduced herself and spoke about her background. She is the President of Prevent Child Abuse of Clark and Floyd Counties, and also the System Care Coordinator for Clark and Floyd Counties.

**APPROVAL OF CONSENT AGENDA**

- A. *Approval and signing of Board minutes of April 9*
- B. *Set Board Meeting for June 11*
- C. *Approval of Bills and Invoices to be paid*

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

Ms. Poe requested to pull Item C: *Bills and Invoices to be paid*.

The Board voted on the rest of the Consent Agenda.

Motion: approved

Discussion: Ms. Poe feels that a lot of money is being spent each month on heating and cooling maintenance. Ms. Merida explained that it is an old system so we will continue to see costly repairs. This month's repairs really ought to have been done last year, but were put on hold. As of last year, Josh Stone at Alliance estimated that the chiller could limp along for about five more years. A new one would cost hundreds of thousands of dollars. Ms. Carr suggested a capital campaign when the time comes for replacement.

Ms. Poe asked about the \$80 charge for the safe deposit box. Ms. Merida explained that the contents include 3M stocks, a large stack of deeds, and the deed where the school system turned everything over to the Library Board by judge's order. There is not room in the Library's safe to keep all of the items, so we will continue to use the safe deposit box.

Ms. Poe asked about audiobooks on CDs. Those items are still popular, so we are continuing to order more.

Ms. Poe feels that the Library was not consistent in recent retirement party spending and that this could lead to hurt feelings among staff and retirees. Ms. Merida explained that several factors determine how much is spent on retirements, including the person's wishes and how long they have worked at the Library.

Ms. Carr moved:      That the bills and invoices be approved.

Seconded by: Mr. Rutherford

Motion: approved

Ms. Merida explained to the new Board members that general fund money cannot be spent on parties, food for staff, or staff meetings. Money for those purposes is donated by the Friends.

## **PUBLIC INPUT**

None

## **PERSONNEL**

Sandra Fortner introduced new staff member Melinda Borie. Ms. Borie will be a Public Services Librarian. She comes from the Marion Public Library in Ohio, but is originally from this area. The Board welcomed her.

## **DIRECTOR'S REPORT**

Ms. Merida reported that the budget process will start next month for 2019. The budget hearing will be at the August 20<sup>th</sup> Board meeting, and the budget adoption will be at the September 10<sup>th</sup> meeting. She noted that it is important to have a quorum on those dates. We are doing well on this year's budget. The general fund balance is over \$600,000, so things are looking good as we prepare for the next draw. It has been very helpful to order books consistently through the year. Ms. Merida is confident that we will be in good shape approaching Fall, when most of our contracts are due.

This Summer, the Library will be a free lunch location. Ms. Merida is happy to be able to offer this service and hopes it will attract children we wouldn't normally get. A staff member will pick up lunches from Hazelwood. The lunches are open to any child that comes in. It is being advertised in the Summer Reading brochures and during school visits. The lunches will be served in various locations throughout the Library.

Insta-Libraries will go out in the mornings and afternoons this year, and will be serving healthy snacks to match what the schools are doing. We will be purchasing the snacks. Last year we distributed 4,000 books at the Insta-Libraries and only lost 4 bags, and only a few had to be retired. Mr. Whaley asked if another book drive is needed. Ms. Merida replied that we can always use a book drive. We do have enough bags and supplies. Having teen or college age helpers went over very well last year, and Ms. Merida would like to find more. Ms. Niemeier suggested using social media to find young workers.

The Galena Branch was supposed to be turned over to us last week, but it didn't happen. There are still setbacks and some work remains unfinished. The final walkthrough is supposed to be Wednesday. Mr. Whaley asked if a large sign has been placed out front. It is not yet, but the artwork has been sent to Don Lopp.

The Cultural Pass has been available in Louisville for some time, but kids over here could not access it. Now, the Library and Carnegie will be distribution sites along with a few other places in Southern Indiana. Funding for the Southern Indiana involvement is coming from Duke Energy and Horseshoe Foundation. The pass allows a child (up to age 21) with one adult to get into 46 museums and cultural sites for free. The Library is receiving 5,000 passes to give out, so the Summer Reading goal has been raised to 5,000 readers. The Library got involved at the request of Tyler Bliss, Executive Director of the NAFC Education Foundation. The Carnegie has

been involved as a venue for several years, receiving funds for participating. When kids visit the venues, the venues track barcodes on the passes, and then receive funds according to how many visitors were served. The pass uses Beanstack, which is also our Summer Reading software, making it easy to set up patrons with the pass. The Board discussed more details about the Cultural Pass, including brochures and ways to reach middle and high schoolers.

Ms. Merida asked if anyone on the Board would like to volunteer at the Summer Reading Kickoff on June 2. Because all the staff are assigned to various teams, extra workers are needed to run the service desks.

## **FOUNDATION REPORT**

Mr. Whaley had no news to report. The Foundation's investments are still making money.

## **OLD BUSINESS**

Reciprocal Borrowing Covenant:

Last month a patron came to the Board meeting to ask about joining the Reciprocal Borrowing Covenant. Ms. Merida has done more research and discovered that it is still in effect, although very few libraries join anymore. Patrons will have to show their home library card and our staff will have to call their home library to verify that they are in good standing. Ms. Carr said she talked to a friend at Charlestown-Clark County Library, and they didn't have any issues. The Board discussed the pros and cons, such as possibly losing some paid cards to this free program. Patrons in the Covenant would be restricted from Hoopla because it is pay-per-download. The Board would not have to re-sign the Covenant annually; it would be in effect until we revoke our membership.

Ms. Carr moved:     That the Reciprocal Borrowing Covenant be approved.

Seconded by: Mr. Rutherford

Discussion: Ms. Carruthers asked if the patrons are limited to certain books. Ms. Merida replied that the only service that will be restricted is Hoopla.

Motion: approved

Ms. Poe asked if the patron from last month will be contacted. Ms. Merida replied that he had declined to give his contact information.

Other Old Business:

Mr. Burks thanked Ms. Merida, the maintenance team, and all other staff who worked to get the coffee area up and running. He feels that it adds to the openness and friendliness of the Library.

Ms. Poe said that the recent ILF regional conference was wonderful and was glad that she got to attend.

Mr. Burks stated that at one time the Board had discussed getting all the Library's property under one deed, but it never got settled. He suggested renewing that attempt. A discussion followed.

## **NEW BUSINESS**

Mr. Whaley raised a discussion about whether the Galena location is called a branch. It seems the Board did not use the word "branch" when naming the site, although legally it is a branch. The Board discussed and reviewed the minutes from the March meeting when the name was chosen.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....June 11, 2018

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