

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
FEBRUARY 11, 2019

Presiding Officer: Mr. Roger Whaley, President

Board Members present: Ms. Gabrielle Carr, Ms. Ann Carruthers, Amy Niemeier, Ms. Pamela Poe, and Mr. Steve Burks

Board Members absent: Mr. Tonye Rutherford

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, Laura Wilkins, Amanda Harris, Teresa Moulton, Brenda Kennedy-Snyder, Eileen Yanoviak, and Abby Johnson

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of January 14 and Board of Finance meetings*
- B. Set Board Meeting for March 11, 2019*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

Mr. Whaley stated that the items being declared surplus will be transferred to Simmons College. Items cannot be donated to an individual. Ms. Poe asked to pull the bills and invoices from the consent agenda.

Ms. Niemeier moved: That the consent agenda be approved with the exception of the Bills and Invoices under Item C.

Seconded by: Ms. Carr Motion: approved

Ms. Poe asked if there was a policy that details the disposing of surplus items. Ms. Merida explained that items are disposed of according to state law. She explained ways in which they can be disposed.

Bills and Invoices discussion:

Ms. Poe asked about the Overdrive bill that was paid in the amount of \$7,000. Abby Johnson explained that the Overdrive bill is a required deposit made to make purchases from at a later date. The amount paid shows up as a credit.

Mr. Burks moved: That Item C under the consent agenda be approved.

Seconded by: Ms. Poe Motion: approved

PUBLIC INPUT

None

PERSONNEL

Resignation:

Ms. Fortner reported that Mary Brigid Morrissey resigned from her part-time Marketing Coordinator position at the Carnegie Center, effective January 22, 2019.

New hires:

Ms. Fortner reported that Dustin Suddeth was hired for the part-time Building Services Team at the Carnegie Center, effective February 5, 2019.

Jesse Fox was hired as the new part-time Marketing Coordinator at the Carnegie Center effective February 20, 2019. She is replacing Brigid Morrissey.

DIRECTOR'S REPORT

Update on Eva Mozes Kor programming:

Laura Wilkins reported on events scheduled on Holocaust survivor Eva Mozes Kor and her journey. Eva Kor currently lives in Terre Haute, Indiana.

Other library projects:

Ms. Merida reported that the kitchen in the Auditorium is almost completed. The old office space in the back of the stacks is being taken apart. All parts are being recycled, some reworked into usable desks to replace old staff work areas. All shelving will be moved to make space for the Indiana Room on the upper level. It is hoped to start on the Children's Department upgrades soon.

Ms. Merida reported that Administration is currently working on DLGF annual reports and Indiana State Standards reports.

Eileen Yanoviak reported that the Horseshoe Foundation approved funding for the Songs and Stories of Freedom series for the Carnegie Center. It is a series of programs that interpret African American History through the arts. A discussion followed.

Money Matters Month:

Ms. Merida reported that the library qualified for a children's program for Money Matters Month. This program gives free copies of a book to every child that participates in the program on economic education. The book is titled Count on Pablo. The Library has arranged for distribution of books to select local schools in kindergarten through 2nd grade. Also 300 copies will be given to children visiting the library.

FOUNDATION REPORT

Mr. Whaley reported that the Foundation met and re-elected officers as they existed. The investment is not as great as it was a year ago due to the stock market falling. They are discussing ways to raise money and to celebrate the 50th anniversary of the library.

Ms. Merida reported that the staff is also brainstorming ideas to celebrate the 50th anniversary.

OLD BUSINESS

Meeting Room fees:

Ms. Merida reported that there was discussion last month regarding meeting room guidelines. She presented the updated version that is now online. The library is not required by any Indiana State code or law to charge for out of state residents to use a meeting room. Ms. Merida stated that she recently learned that we are required to collect state tax on the rental fee for profit groups and submit those taxes at the end of the year. She will continue researching this matter.

Ms. Carr moved: That the updated Meeting Room Policy be approved as presented.

Seconded by: Mr. Burks

Motion: approved

NEW BUSINESS

Lost book refunds:

Ms. Merida stated that the Lost Books Refunds appropriation is not set up properly in Key-Fund. The appropriation is not currently in the general fund. Not enough money is collected to pay the Collection Agency *Unique Management Services*. Ms. Merida presented a resolution to create a new appropriation in the General Fund and one resolution giving permission to transfer the funds to fund the new line item.

Mr. Whaley read the resolutions. (copy appended)

Resolution for Creation of a New Appropriation:

Ms. Carr read: That the resolution be approved as read.

Seconded by: Mr. Burks

Motion: approved

Resolution For Transfer of Funds Within the Same Major Category:

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

Seconded by: Ms. Niemeier

Motion: approved

More discussion followed.

Eileen Yanoviak – Opportunities:

Eileen requested permission to move forward with applications of two major publication projects. The first project is on Lucy Higgs-Nichols. Both projects offer some pay with the offer. They will require a significant amount of staff time. The first one has a proposal due in April and the book, if a contract is agreed upon will be completed in 2020. She explained benefits to Floyd County. Fifty percent of Eileen's time to write the book would be on library time. No royalties are associated with the project. The publisher will pay a flat \$2000 offer fee. Half would go to research assistance and the other half would be paid to the author. The other project is for a book on William McKendree Synder. The private funder has offered an author of \$3000 and to pay for the publishing. At this point Eileen is only asking permission to pursue contracts that would need to be reviewed by the Board and our attorney. A discussion followed.

Mr. Carr moved: That the request for project 1 (Lucy Higgs Nichols biography) be approved as presented.

Seconded by: Ms. Carruthers

Discussion followed.

Mr. Burks moved to amend the motion to add pending clarification of copyright ownership of the book.

There was no second so the motion dies.

Original motion vote:

Motion: approved

Abstain: Ms. Poe

Ms. Poe stated that she abstained due to concerns of the legality and not seeing a contract beforehand. Mr. Whaley stated that Jason Lopp will be asked to review the contract when it is presented. Eileen stated that a contract will not be presented until she puts in her manuscript proposal. She did not want to do a manuscript proposal if the board did not approve moving forward. Mr. Whaley stated that Eileen was given permission in the motion to propose the book. The contract will need to be reviewed and accepted at a later date.

Project #2: William McKendree Snyder Biography

Mr. Whaley explained that this work will be a year's writing project that will result in a author payment for Eileen's work. Eileen explained the \$3000 payment would be split with an assistant. This one would start in late 2020. A discussion followed.

Ms. Carr moved: That the request for Project #2 (William McKendree Snyder Biography) to pursue manuscript proposal contract for review be approved.

Seconded by: Ms. Niemeier

Discussion:

Ms. Poe stated that she still has concerns with there being a conflict of interest. Eileen stated that the copyrights of this book would be retained by the library. Ms. Merida stated that there may another option of the money being turned over to the library and Eileen be given a salary adjustment upon completion. Ray Haley, employment attorney, will be contacted about this matter. A discussion followed.

Motion: approved

Abstain: Ms. Poe

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....March 11, 2019

