

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
AUGUST 24, 2015

Presiding Officer: Mr. Tonye Rutherford, President

Board Members present: Ms. Sandra French, Ms. Suellen Wilkinson, Ms. Pamela Poe,
Mr. Jerry Payton, and Mr. Steve Burks

Board Members absent: Ms. Gabrielle Carr

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Sandra Fortner, Carolyn Gerton, Marilyn Powell, Cyndi Kepley,
and Jeremiah Dixon

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of July 27 and August 3*
- B. Set Board Meeting for September 28*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for August*
- E. Items to be declared surplus*

Mr. Burks asked that Item C be pulled from the consent agenda.

Ms. Wilkinson moved: That the consent agenda be approved with the exception of Item C.

Seconded by: Ms. French Motion: approved

Item C: Approval of Bills and Invoices to be paid

Mr. Burks asked about the engraving fees for the board plaque. Ms. Fortner explained that the board plaque contains a list of all previous board members and their years of service. It had not been updated in a couple of years so several names had to be added. Mr. Burks stated that in his opinion the expense the library incurred was not necessary for his name to be put on the plaque. He wasn't sure how other board members felt about this issue. Other board members stated they would look to see the plaque and were not aware of it. Ms. Poe asked about the purchase order to Indiana Media Group. Ms. Fortner explained that the bill was for advertising in the Tribune for the vacant custodian positions. Mr. Burks asked about City Directories being ordered twice. Cyndi Kepley explained that one is for Louisville City and the other is Louisville Suburban. It includes New Albany and surrounding cities. Patrons use these directories a lot. Mr. Burks recommended that with the information accessible on the Internet that this service be stopped. It was mentioned that the Indiana Room also archives these items. More discussion followed. Mr. Burks asked if the pest control contract did not cover the treatment for flees. He recommended that it be negotiated when renewing the annual contract to be included under the maintenance agreement. Ms. Poe asked if LIRF funds could be used for repairs to the building. It was explained that the Building Improvements Reserve Fund is the account setup to accept donations that will be used for a new building and/or expansion projects not LIRF.

Ms. Wilkinson moved: That *Item C* on the consent agenda be approved.

Seconded by: Ms. French Motion: approved

PUBLIC INPUT

Letter from Steve Anshutz:

Mr. Burks stated that he received a letter from Steve Anshutz indicating that he still has some items that belong to the library. Only three board members received the letter. Ms. Fortner stated that she is not aware of any library material that he still has in his possession. Mr. Burks stated that he will get with Ms. Fortner later to review and show her the list of items that Steve attached with his letter.

PERSONNEL

Business Office Assistant:

Ms. Fortner stated that she would like to revisit the personnel issues that were discussed last month. The two items were concerning the Business Office Assistant and the Youth Services Manager. Ms. Wilkinson stated that the recommendations were put on hold in anticipation of appointing a new director. Since the position of Library Director was not filled Ms. Fortner asked that the recommendation to make the Business Office Assistant full time and increase the pay for the Youth Services Manager be brought back to the board for consideration. A discussion followed.

Ms. French moved: That considering there will be an interim of time before a permanent Library Director is appointed that the part time Business Office position be made full time.

Seconded by: Mr. Payton

Motion: approved

Aye

Nay

Ms. French
Ms. Wilkinson
Mr. Payton
Mr. Rutherford

Mr. Burks
Ms. Poe

Youth Services Manager:

Ms. Fortner stated that she would like to increase the salary for Abby Johnson, Youth Services Manager. The Youth Services expanded by adding the Teen Scene to that department. This created more responsibilities for Abby and also added more staff for her to supervise. Mr. Burks stated that his problem with these matters is that the board voted to put a freeze on hiring. Ms. Fortner explained that the hiring freeze was on new positions. She stated that the Youth Services Manager was recommended for an increase to bring the salary in-line with the Reference Services Manager. They have the same size staff at this time, same level of experience & education, and have been at the library for a similar amount of time. There was a discussion about merit increases and across the board salary increases for the entire staff. Mr. Payton asked if there was a policy regarding pay increases. Ms. Fortner explained that it has always been left to the discretion of the Library Director and the Library Board would approve the recommendations after reviewing. Mr. Burks stated that he feels it is bad policy to increase this salary and the director position is held at a rate that was not feasible for the selected applicant. He recommended that until a pay increase policy is drafted, that no further action be taken. A discussion followed. Ms. Wilkinson stated that she feels the board should not get involved in setting individual salaries but it should be left up to the director. Ms. Fortner stated that she will work on drafting a pay increase policy. Mr. Burks recommended checking with other libraries when drafting this policy. Mr. Day recommended this increase as well.

Ms. Wilkinson moved: That the Youth Services Manager's annual salary be increased by \$1716.

Seconded by: Ms. French

Aye

Nay

Mr. Rutherford
Ms. Wilkinson
Ms. French
Mr. Payton

Mr. Burks
Ms. Poe

Motion: approved

Policy on Salary Increases:

Mr. Rutherford recommended that a policy be drafted for the future to avoid having to look at individual positions when responsibilities change. This policy should be based on level of responsibility and time in position.

Director Search:

Ms. Wilkinson asked about the director search and if the committee plans to meet again to discuss what direction to take next. Mr. Burks stated that he feels the salary being offered is the main problem. He asked the average director salary for our size county. The state library offers this information. A discussion followed concerning starting the search again. Ms. Wilkinson stated that she feels it is too soon to start looking again. Mr. Rutherford asked how the board felt about re-approaching Ms. Hughes with more money about the position. The board agreed by consensus. Mr. Rutherford agreed to give Ms. Hughes a call and have a discussion with her and report back to the board. He will speak with Ms. Fortner to discuss a game plan on how to approach the applicant with a second offer. The board agreed by consensus.

OLD BUSINESS

Rodefer Moss:

Mr. Rutherford stated that the Rodefer Moss recommended Purchasing Policy was passed at last month's meeting. The Business Office staff had questions about some of the recommendations. One question that needs to be answered is which two board members would come in and physically sign checks that are over a certain amount and what is that amount. The board treasurer would have to be one of the signees. The board decided that the president would be the other signee. The amount recommended is anything over \$5,000 would require the two signatures. Bills that are routine are excluded from this requirement. Routine bills are considered insurances, utilities, maintenance contracts, and payroll. If there is ever a question about a routine expense the board treasurer or president should be contacted.

Ms. French moved: That the Purchase Policy regarding the requirement of two physical signatures be amended to exclude routine expenses that are covered in the annual resolution. Routine expenses are listed above.

Seconded by: Ms. Wilkinson

Motion: approved

The recommendation of two staff members preparing the checks under \$5,000 to pay bills is that one person will cut the checks and the other will stamp the checks. The question is what to do when only one person is available. Ms. Wilkinson suggested that one person should cut the check one day and the other person stamp the check the next day. This is not always possible if one staff member is on vacation for the week or out due to illness. Mr. Rutherford suggested that another staff member serve as alternate if someone in the Business Office is not available. The board decided to appoint the director as the third person to have authority to stamp the checks in the absence of the Business Office staff.

Ms. Wilkinson moved: That the Library Director be appointed as the third person to stamp the checks when two staff members are not available in the Business Office.

Seconded by: Ms. French

Aye

Nay

Ms. Wilkinson
Ms. French
Mr. Rutherford

Mr. Burks
Ms. Poe
Mr. Payton

Motion: failed

There was more discussion about the two physical signatures needed to sign checks over \$5000. Ms. French explained that this motion was referring to checks under the \$5,000 threshold. These checks are stamped with the signature stamp and do not require physical signatures. Ms. Wilkinson suggested that the person who stamps the checks put their initials on the check under the stamped signature.

Ms. Wilkinson moved: That one person prints the checks and another person signs the checks and put their initials on the check and that the Library Director be the third person listed to stamp the checks.

Seconded by: Ms. Poe

Motion: approved

Another recommendation is that one board member comes into the library each month and review the bank statement and reconciliation report to compare with the approved monthly register of bills for security purposes. The board decided that this responsibility should be rotated. The responsible board member will be emailed when the bank reconciliation is completed. Mr. Burks agreed to take the first watch and stated he would continue through the end of this year. The board agreed by consensus.

NEW BUSINESS

Approve 2016 Budget Estimates:

Ms. Fortner stated that the proposed 2016 Budget was mailed in the board packets. After meeting with the library representative from DLGF it was recommended that \$10,000 be cut from the budget. Mr. Day recommended cutting it from LIRF (Library Improvement Reserve Fund). Mr. Burks asked if these figures were projected from the amount of the tax levies. Ms. Fortner stated yes. The Budget calendar was also included in the packets.

Ms. Wilkinson moved: That the 2016 Budget be accepted as proposed.

Seconded by: Ms. French

Motion: approved

The public hearing will be held at the next meeting in September.

Offer on church:

Ms. Wilkinson asked about the sale of the church on Scribner Drive. Mr. Rutherford stated that the pastor informed him that he already has an offer of \$700,000. The board stated that this was not affordable by the library.

Review of emergency repairs from Engberg Anderson report:

Ms. Wilkinson asked about having a review of any emergency repairs that are needed in light of staying in the building for a few more years. Engberg Anderson had prepared a report outlining some of these necessary repairs. These repairs also include the Carnegie Center. Mr. Burks stated he will contact a company to look at the needed repairs and report back to

Ms. Fortner. She will get a copy of the report to Mr. Burks for him to review. Jeremiah Dixon will walk through the building with Mr. Burks to look at the possible issues. The recommendations will be brought back to the board.

Summer Reading Programs:

Ms. Wilkinson stated that she would like to compliment Renata Sancken and Abby Johnson on the written reports they submitted on the Summer Reading Programs. The board expressed their appreciation for all the work put into those programs and the wonderful outcome.

Temporary certification for Interim:

Ms. Poe asked about the temporary certification that the Interim Director is required to have to continue in that job. Ms. Fortner stated that she had already applied for and received the certification. It is good until August 16, 2016.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....September 28, 2015

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