

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

MARCH 23, 2015

Presiding Officer: Mr. Tonye Rutherford, President

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

Board Members absent: Ms. Sandra French

Board Attorney: Mr. Jason Lopp was present.

Staff Members present: Sandra Fortner, Carolyn Gerton, Marilyn Powell, Abby Johnson, Paulette Gibbs, Cyndi Kepley, Sally Newkirk, Melissa Wiseheart, and Laura Wilkins

Guests present: Anna Schmidt, Kelly Carnighan, of Silver Hills Historical Society, and Don Smith

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of February 23*
- B. Set Board Meeting for April 27*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for March*
- E. Items to be declared surplus*

Ms. Carr moved: That the consent agenda be approved as read with the exception of item C.

Seconded by: Mr. Payton Motion: approved

Approval of bills and invoices:

Ms. Poe asked about a processing fee for the use of debit/credit cards that was paid to MainSource. It was explained that this fee is associated with the company that processes the credit card usage at the library by patrons paying for overdue charges, fines, and fees. Ms. Poe asked if we could use the memorandum line to explain some of the bills being paid each month. Carolyn Gerton stated that Rose Frost was informed by KeyFund that the memo space is available for handwritten notes only. There is nowhere in the software program that allows staff to type in explanations when entering invoices. Mr. Burks stated that last month he requested a copy of the telephone charges for the library. He is still interested in seeing the contract with AT&T telephone service that Ms. Frost said she would give him. It was explained that the phone bills on the accounts payable register was for February service and March service. Ms. Poe asked if the Carnegie Center bill was one of the AT&T bills on the register. A discussion followed concerning the Carnegie Center's phone bill. Sally Newkirk stated that the Carnegie Center's phone and Internet was through Time Warner Cable. Ms. Poe asked if it could specify in the description that one bill is for Internet Services and one bill is for phone service from Time Warner. The Business Office will look into this request.

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

Seconded by: Mr. Payton Motion: approved

PUBLIC INPUT

None

PERSONNEL

New hires:

Ms. Fortner stated that a new Curator was hired at the Carnegie Center. His name is Daniel Pfalzgraf and he will begin on March 25.

Ruth Houston was hired for the Reference Librarian Position effective March 23. She was working at the Louisville Free Public Library.

NEW BUSINESS

Naming Interim Library Director:

Ms. Carr moved: That Sandra Fortner be named Interim Library Director.

Seconded by: Mr. Burks

Motion: approved

Discussion about moving funds from TDI Ameritrade to Community Foundation of Southern Indiana:

Laura Wilkins reported that Ms. Frost asked her to contact the Community Foundation of SI about inquiring if the library could park the funds at the Community Foundation that are currently in TDI Ameritrade. Laura has served as grant reviewer for the Community Foundation for multiple years and multiple times. Two options with the Community Foundation are a passthrough fund and an endowment. A passthrough fund would be simply moving the money to the Community Foundation and just parking it there. The funds would not be invested. There is a 2% fee annually. After being there for a year the fee will be reassessed. Accepting donations into that fund will be charged a 2% fee as well. A passthrough fund is a nonpermanent fund. An endowment fund would be a permanent fund. It would remain at the Community Foundation permanently. Each year the library would be paid out 4%. Ms. Carr asked if the money would be cash only at the Community Foundation. Laura stated that she did not know how the two options worked but that she could ask for clarification. Ms. Carr stated that if it was cash only she would suggest the money from TDI Ameritrade be put into the recently established building fund account. Mr. Burks asked about the penalty if the funds are withdrawn from TDI Ameritrade. A discussion followed concerning the Foundation money. The board decided that the Library Foundation needs to make the decision of what to do with the funds.

Morrison Exhibit loan request:

Mr. Rutherford stated that there had been discussion about Mr. Kelly Carnighan requesting to borrow the library's Morrison paintings. Paulette Gibbs stated that after a lot of consideration Matt Eidem, former Indiana Room Archivist, decided that the paintings were too fragile to be moved. The insurance covers the paintings here at the library and would not cover them at the location Mr. Carnighan would like to move them to. Apparently there was a discussion with Rose Frost prior to her resignation where she granted permission to loan the paintings. Ms. Gibbs stated that she did not agree with the loan and that it was in the paintings best interest to leave them at the library. Mr. Kelly Carnighan, Director of the Silver Hills Historical Society stated that the Silver Hills Historical Society was founded in October of 2012 and that they are a 501(c)3 and a state recognized incorporated organization. They are planning a George W. Morrison exhibit on Silver Hills. It will be a one day exhibit on May 30. He explained the exhibit and the location. The pictures would be housed at the location for three nights. Mr. Rutherford asked about insurance and the risk to move the paintings from one location to another. Mr. Carnighan stated that there would be a risk in transporting but the society does have insurance. One painting alone is valued between 25 and 50 thousand dollars. He is interested in borrowing six paintings. Ms. Carr explained that moving the pictures would

put them at more risk. A discussion followed concerning the risk in moving the paintings. An email from Matt Eidem stating that he did not approve the loan of the paintings was presented.

Ms. Carr moved: That the library not approve the loan of the paintings.

Seconded by: Ms. Wilkinson

Abstain: Mr. Burks and Ms. Poe

Motion: amended

Ms. Poe rescinded her abstain and made an amended motion.

Ms. Poe moved: That the motion be tabled for further discussion.

Seconded by: Mr. Burks

Motion: approved

Mr. Burks stated that in the email Matt Eidem used the words *definitive no*. Matt is no longer with the library and Paulette Gibbs is currently in charge of the Indiana Room until a new archivist is hired. Paulette is not in favor of loaning the paintings due to possible damages to the paintings. The library's current policy states that the person in charge of the Indiana Room has the final say on these decisions. The board decided not to loan the paintings. Mr. Carnighan stated that his biggest concern about the pictures in the library is that they are not protected. He also said that he feels they are at high risk of being damaged in their current location.

OLD BUSINESS

Cell Phone Reimbursement Policy:

Ms. Fortner drafted a Cell Phone Reimbursement Policy for the board to review. A copy was mailed in the board packets. Ms. Poe asked who created the policy and stated that she was under the impression that policies had to be created by the board. Ms. Carr stated that this is a draft and that the board has to approve or not approve all policies.

Ms. Carr moved: That the Cell Phone Reimbursement Policy be approved as presented.

Seconded by: Ms. Wilkinson

Motion: approved

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by Board of Trustees.....April 27, 2015

