

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
MARCH 28, 2016

Presiding Officer: Mr. Tonye Rutherford, President

Board Members present: Ms. Gabrielle Carr, Ms. Sandra French, Mr. Jerry Payton

Board Members absent: Ms. Pamela Poe, Mr. Steve Burks, Mr. Roger Whaley

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Erin McCorkle, Sandra Fortner, Cyndi Kepley, Laura Wilkins, Paulette Gibbs, and Abby Johnson

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of February 22, 2016*
- B. Set Board Meeting for April 18, 2016*
- 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.

Seconded by: Mr. Payton Motion: approved

PUBLIC INPUT

None

PERSONNEL

Vacancies:

Sandra Fortner reported that library page Britany Ashby has resigned due to relocation. Interviews have taken place and a new page has been selected. Stephanie Proctor is expected to start April 4, working 20 hours per week at the standard minimum hourly rate.

For the past few weeks Circulation and Administration have been assisted by two new WorkOne employees, Fallon Elkins and Nyashia Tyler. WorkOne is visiting to take pictures here tomorrow to feature the Library in their next newsletter.

OLD BUSINESS

Swearing in of Pamela Poe:

As Ms. Poe was not present, this will be conducted at the next meeting.

Statewide Remote Circulation System:

Information regarding SRCS was included in board members' packets. Ms. Merida and a group of staff members involved in the current Interlibrary Loan program met to learn more about SRCS. The group decided that the program is a good idea and could potentially replace Interlibrary Loan. The startup cost is \$3,600, which is to pay TLC for a program that makes our catalog compatible with the state catalog. After that, the cost would be about \$800 a year. The costs would probably end up being similar to what ILL is now. Ms. Carr, who is already familiar with the SRCS system, explained the process. Patrons will place a remote hold and the process is fast and easy. Communication is between the patron and the owning library, so our librarians won't have to deal with paperwork or overdues for books that aren't ours, unlike the current ILL program. It is anticipated that circulation will increase throughout the state because more items will be available to more patrons. The Library will retain control of what items can be loaned through this system. No action is needed from the Board at this time.

Library Foundation Bylaws:

The Foundation Bylaws were furnished to each board member as a follow-up to a request at the last board meeting. The Library Board is responsible for appointing the Foundation Board's members.

Facilities Sub-Committee Report:

The committee met and went over the building and its needs. There are several issues that need to be addressed immediately. One area is the side stairwell, which has poor visibility to staff. Unfortunately the Fire Marshall said that because of the stairwell's two fire hoses, it cannot be locked down. A plan is being developed to replace the worn treads on the stairs and repaint the stairwell. It is not expected to be too expensive. The Fire Marshall will send a floor plan to the state to get more guidance on what can and can't be done. Fire exit signs will be increased to make the public more aware.

The committee felt the biggest needs are a new camera system and more locks on places where the public is not allowed. Bathrooms by the auditorium have already been locked down due to misuse and poor visibility. The unisex bathroom has been converted to a family restroom for which a patron must ask for a key at a service desk. Patrons seem to be understanding about having to use the key.

The roofing repair involves sealing 37 of the banisters. This is where the leak in the Teen Department is coming from, and there could be more leaks that are in between wall and drywall and cannot be seen. The project will be done in halves. After the June tax draw is received the company will come back to do the long seals and replace caulking.

Regarding the HVAC, the humidifier will eventually need to be replaced. It is estimated at about \$35,000. The chiller is limping along and a large repair was just completed that included installing vibration eliminators. Another future project is to renovate the upstairs bathrooms, bringing them up to code and making them handicap accessible. A quote of approximately \$14,000 was received to make the necessary updates.

Mr. Payton asked if all elevator problems have been resolved from last year. While the elevator is no longer in need of repair, Ms. Merida stated that it is a security risk. Currently anyone can press a button to exit the elevator to the administration hallway, and she would like that button disabled. But the elevator company says they cannot simply turn off the button, and the solutions they offered are expensive. Ms. Merida will continue to look into a fix.

All projects on the list total \$140,000. The budgeted amount is only \$90,000. The board agreed that the Facilities Committee should continue to work on prioritizing needs and projects. There was also discussion about switching out the lights in the building making them LED. There are 600 lights that are not LED. It will cost about \$48,000, but Duke Energy will give a rebate of \$24,000 with return on investment of about two years.

Internal Control Standards update:

As part of the Internal Control Standards, Ms. Merida presented a policy to establish procedures for staff usage of the library credit cards. A draft was sent to the Library Board in their packets. (copy appended)

Ms. Carr moved: That the Resolution for Credit Card Usage be approved.

Seconded by: Ms. French Motion: approved

NEW BUSINESS

Permission to Publish Photographic Images:

Due to past issues the Indiana Room has created a new form for patrons who want to use Indiana Room materials in published works. Ms. Carr asked if the attorney had looked over this form and expressed concerns over item number 7 on the form which speaks of legally binding. A discussion followed about the legal issues of the agreement. Ms. Merida will email the form to Attorney Jason Lopp to get his opinion.

Ms. Carr moved: That the Permission to Publish Photographic Images form be approved, contingent on attorney approval.

Seconded by: Ms. French Motion: approved

National Library Week:

Ms. Merida asked the board for permission to move forward with a Food for Fines drive to coincide with National Library Week. The Library has done Food for Fines in the past with good results. The board agreed by consensus to allow the program and feel that it is a great idea. The Marketing Department will begin work on publicity.

Request funds from Rainy Day:

Ms. Merida requested that money be borrowed from the Rainy Day Fund for a new security camera system.

Ms. Carr moved: That \$25,400 be borrowed from Rainy Day to purchase and install a new security and camera system, with the understanding that the funds will be paid back by the end of the year.

Seconded by: Ms. French Motion: approved

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....April 18, 2016

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