

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

**JULY 25, 2016**

Presiding Officer: Mr. Tonye Rutherford, President

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

Board Members absent: Ms. Gabrielle Carr

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Carolyn Gerton, Erin McCorkle, Sandra Fortner, Cyndi Kepley, Abby Johnson, Sally Newkirk, Kaitlyn Tisdale, Paulette Gibbs, and Luis Munoz

Guests present:

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of June*
- B. Set Board Meeting for August 22*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for July*

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

Seconded by: Mr. Payton Motion: approved

**PUBLIC INPUT**

None

**PERSONNEL**

Resignation:

Sandra stated that the Personnel Report was included in the monthly packets. Ann Fitzgerald was on maternity leave and decided not to return to work. She submitted her letter of resignation effective July 12, 2016.

Promotion:

Stephen Wiseheart was promoted from part-time Childrens' Assistant to full- time Youth Services Associate. At this time they were unable to fill the part-time youth librarian position as advertised. There was not a strong enough pool of candidates to make a good decision regarding salary constraints. Stephen is a full-time Library Associate and not a librarian effective July 18, 2016.

Youth Services has just started recruiting for Ann Fitzgerald's vacant position. Also the Carnegie Center is recruiting for a part-time custodian. Ms. Merida stated that this position was originally full-time but was reduced to part-time in order to allow for seasonal work for grounds keeping instead of hiring a person for year round. This custodian will be required to work every

Saturday so that Carnegie staff will not work alone on Saturdays. There is currently only one staff member at the Carnegie on Saturdays. Mr. Whaley asked what the library does for snow removal. Ms. Merida stated that we have an appropriation for snow removal in the budget. The company that the library uses is Schneider Construction. It is not a part of the groundskeeper responsibilities.

## **OLD BUSINESS**

Memorial for Suellen Wilkinson:

Ms. French stated that the committee met and talked about various options. The city was not in favor of having more trees. It was noted that Ms. Wilkinson had an appreciation for outdoors. Park benches were discussed as an alternative for trees and a good way to honor Ms. Wilkinson. In the packets are examples of benches that are available. Mr. Rutherford asked about somehow honoring Suellen in the library or Carnegie Center. He asked if there was an area that could be named in her honor inside the building and that he is also okay with the park bench idea. Sally Newkirk stated that Suellen was very involved in politics and wondered if the section where these books are kept could be named in her honor. She suggested it be called "Suellen Wilkinson political collection." Paulette Gibbs suggested that the Adult Literacy Center could be a possible area that could be named. A discussion followed. Mr. Whaley suggested sending these ideas back to the committee for discussion. Paulette stated that art books were purchased in memory of Suellen. Ms. French asked if anybody has reservations about doing both. Mr. Peyton stated that his concern was about setting a precedent for naming multiple things after people. Mr. Burks suggested setting a limit on how much will be spent in these matters.

## **NEW BUSINESS**

Quarterly PLAC Report (Public Library Access Card):

Ms. Merida stated that there were no PLAC cards sold but the report still has to be signed and mailed to the State Library. Mr. Rutherford and Ms. Merida signed the report.

Computer Use Policy – Annual Review/Revisions:

Ms. Merida reported that the policy was mailed in the board packets. The library is required to look at the policy annually. Recently a patron brought in a piece of equipment and tried to plug into the library's equipment. Currently the only things allowed to be plugged into library computers are flash drives and external hard drives. Ms. Merida also explained more about adult usage of children and teen computers. Usage of the library's wireless access is held to all other rules in the Acceptable Use Policy. Mr. Burks asked about staff monitoring computer usage of the public. Ms. Merida explained that this allows staff to help control the viewing of unacceptable websites.

Mr. Whaley moved: That the Computer Use Policy annual review and revisions be approved.

Seconded by: Mr. Burks

Motion: approved

Foot traffic report:

Ms. Merida included in the board packets a report of the library's foot traffic totaled by week. She stated that this report is not generally included in the packets and thought it was good information for the board to know. It's broken down by lower and upper level entrance.

Proposed 2017 Budget:

Ms. Merida attended the budget meeting with Ryan Burke of DLGF and explained it went very well. About 15% was added to some of the appropriations and others were projected according to their current balances. She tried to have a buffer to prevent having to always borrow from the upcoming tax draw. There was an increase in salaries and some funds were set aside

for staff increases which will be explained when salaries are discussed. The Director's salary was not fully funded in the 2016 budget so it needed to be increased. Ms. Merida was able to squeeze out funds for two part time security staff. If the board agrees to follow through with this idea the funds will be used accordingly and if not those funds will be used as a buffer also. Mr. Whaley asked about the previous discussion of hiring security guards before he came back on the library board. Ms. Merida explained that currently when incidents occur at the library our facilities manager steps into that role which is not his job. Mr. Whaley stated that at one time there was an agreement with the police department to do a walk-thru at the library during shift changes. He stated that he is concerned with having an armed person on site. Ms. Merida explained that the particulars have not been decided at this time. The money was set aside in the budget so that funds would be available once the details were figured out. A discussion followed. Ms. Merida explained that the officers were happy with new security system the library recently purchased. They would like an IP address so they can access cameras when we press the panic button. Ms. Merida explained where other money was moved around. LIRF was budgeted at \$45,000. All funding takes into account the cap. Mr. Burks stated that the library board could amend the original resolution allowing Rainy Day Funds to not have to be paid back. The Fund will still need to be appropriated. Ms. Merida stated that she will follow up with State Board of Accounts to ensure that the Fund is set up properly. This will be set up for 2017 in order to keep the budget under the amount that makes it nonbinding.

Mr. Whaley asked if the library had heard anything from the sale of Floyd Memorial Hospital and if any money would be coming to the library. Ms. Merida stated that she has not heard of anything regarding those funds. She stated that if the library continues spending according to our projections we will end the year with approximately \$218,000. This money will be used as cash flow.

#### Set Budget Adoption Meeting:

Ms. Merida stated that the budget adoption meeting is set for September 26. Due to not having to wait on County Council to give us certification the library can set our own dates. The proposed Public Hearing will be held next meeting on August 22. Ryan Burke has some figures to go over and then the budget can be published Monday, August 1.

There was a brief discussion about the sale of Floyd Memorial Hospital.

Ms. Merida stated that after looking for areas to cut she started to work on the strategic plan that is more concise and easy to understand. The managers are looking at what each employee's duties are to help develop the plan. They are also looking at statistics and there was a lot of discussion about Sunday hours and the cost effectiveness of those hours. There was a discussion about that issue. The library is open on Sundays from Labor Day to Memorial Day. There are not any complaints about not being open on Sundays during the summer months. Mr. Burks stated that he feels looking at cost effectiveness is the most important thing. He stated that the culture has changed and most people are not spending time in the library on Sundays. He feels more people are spending time with their families. More discussion followed. Ms. Merida stated that she would like input from the board on this issue. She would like suggestions about things to look at and/or numbers regarding Sunday hours, in order to make an educated decision. There was a brief discussion about the coffee shop in the library that was closed a couple years back.

#### Compliment:

Ms. Poe stated that she would like to commend Ms. Merida on the reports that she prepares for the library board along with the managers. She feels that Ms. Merida is doing a wonderful job. Mr. Rutherford added that he feels the library started off 2016 really well and have done a good job going forward. He is very pleased with the direction the library is going.

#### **ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....August 22, 2016

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