

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**AUGUST 22, 2016**

Presiding Officer: Mr. Tonye Rutherford, President

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

Board Members absent: None

Board Attorney: Mr. Jason Lopp was present

Staff Members present: Melissa Merida, Carolyn Gerton, Erin McCorkle, Cyndi Kepley, Kaitlyn Markert, Sandra Fortner, Marilyn Powell, Sally Newkirk, Luis Munoz, and Laura Wilkins

Guests present:

**BUDGET PUBLIC HEARING**

The library has submitted \$2,111,103 for a maximum levy. Ms. Merida explained that what the library asked for is the maximum amount we can do without going over to keep the 2017 budget non-binding. Our estimated tax cap credit is \$139,897. We are asking for no additional funding for Rainy Day, so it is advertised at \$0. The General Fund budget is advertised at \$3,591,646 and LIRF is \$45,000. The total budget for 2017 is \$3,636,646.

The floor was opened for public comment. There was none.

Ms. Carr moved: That the Public Hearing be closed.

Seconded by: Ms. French Motion: approved

Mr. Burks asked if raises were figured in this budget. Ms. Merida replied that yes, they were.

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of July 25, 2016*
- B. Set Board Meeting for September 26, 2016*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

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

Seconded by: Ms. Carr Motion: approved

**PUBLIC INPUT**

None

## **PERSONNEL**

### Hiring:

Sandra Fortner reported that a part-time custodian has been hired for the Carnegie Center. Brent Humes started work on August 10, and will be working 20 hours per week.

A candidate has been selected for the part-time Youth Services position. Brenda Kennedy-Synder will start on August 29 and will be 25 hours per week. She is a retired school teacher.

### Resignation:

Amanda Fitzgerald, ALC Coordinator, has resigned to make a career change. Her last day was August 20. Due to her resignation there will be some staffing changes. Sandra Fortner will be coordinating the Job Center. Laura Wilkins is moving from Marketing to Adult Services Programmer. Also, Lee Morrison will be taking over the Adult Literacy piece of Amanda Fitzgerald's job, in addition to continuing his Page work. His hours will increase to 27.5 per week. The library is not spending any new money with these moves.

## **DIRECTOR'S REPORT**

Ms. Merida explained that the Director's Report was removed from the consent agenda to allow for questions and/or discussions each month. The Director's Report will still be mailed to the board in the monthly packets.

A volunteer day is scheduled for September 17, for spruce up the library grounds. The joint project is with Master Gardeners, Purdue Extension, Keep NA Clean & Green, and hopefully some library patrons. Luis Munoz is making a flyer to put out to try to get the community involved. The clean-up will consist of mulching, trimming, pulling weeds and other grounds work. There is also a book sale scheduled that same day and hopefully these two events will work well together.

Mr. Rutherford asked if there has been any resolution to the incident in back parking lot. Ms. Merida stated that she put the incident in the report to make the board aware of it and security issues. She explained that a patron had her purse stolen in the back parking lot but unfortunately the camera did not catch the license plate of the perpetrator. Mr. Rutherford asked if the library would bear any liability for the incident. Mr. Lopp replied that typically the library would only be liable if there was a known threat and nothing was done to deal with it. The facilities manager worked with the police and showed them footage of the actual event. A brief discussion followed.

### Quote for back parking lot repairs:

Ms. Merida stated that a quote was sent in the board packets for the back parking lot to make changes and fix the sidewalk. The quote was for \$7400 for these repairs. The lot should have a total of 4 handicapped parking spaces to meet ADA standards. There are currently three. The Goodwill box was moved to other side of the Scribner Street parking lot to allow for the closest space to be made handicapped. Mr. Lopp asked if there was someone from the county appointed to deal with ADA regulations and suggested that Ms. Merida contact this person for assistance with this matter. Ms. Merida said she would check into this matter since some contractors are not familiar with all the ADA requirements. Mr. Lopp advised making contact with the ADA liaison before accepting a bid.

Mr. Burks asked if one of these quotes will fix the sidewalks with where the trees were cut down. A discussion followed about whether it is the city's responsibility or the library's in fixing the sidewalks on Scribner Drive. Mr. Lopp advised that if the library tried to repair sidewalks that the city is responsible for, it could potentially be a liability for the library. After some discussion the board decided to discard the quote for the sidewalk repairs on Scribner. Ms. Merida agreed to bring this matter back to the board next month after further investigation. At this time just the one bid was received but another quote will be requested for next month.

Mr. Rutherford asked about landscaping quotes. Only two quotes have been received so far. This service will replace the need to hire an employee for grounds keeping. There was a discussion about what the landscaping work would entail. Ms. Merida asked the board for suggestions for landscaping and mowing services. She has not had much success with finding a company.

## **OLD BUSINESS**

Library Foundation:

Ms. Merida stated that there was some progress regarding information about the Foundation. She met with Dale Gettlefinger and he brought a box of information pertaining to the Library Foundation to the meeting. The Foundation is back in good standing with the IRS. Mr. Whaley stated that he feels the library board needs to move ahead with appointing members. Ms. Merida stated that the IRS was contacted and found that the Foundation was reinstated August 24, 2014. Mr. Lopp stated that he believes someone from his office filed the paperwork for the reinstatement and some information could still be in the files there. The form 990 for 2014 and 2015 need to be filed to get it caught up to date. Only one name is still active with the IRS from the Foundation and that name is Roger Whaley. Legally the Library Director cannot be listed as the agent on the Foundation Board. Originally Dale Gettlefinger was listed as the agent and then it was changed to Rose Frost so the library would get paperwork at this address. There was a discussion about who should be the agent. Mr. Whaley is the liaison from the library board to the foundation. Mr. Whaley stated that there are currently three people on the foundation board: Dale Gettlefinger, Paula Parker, and himself. He estimates the board has not met in about two years. Mr. Lopp requested the foundation bylaws so that he can work on a plan to get back on track. A discussion followed about how long a board can go without meeting before being considered inactive. The Foundation Board also stated in the bylaws that the library would get a check each year based on a percentage of net gain. Mr. Lopp stated the board would also need to review policies and/or strategies to work with investment funds. More discussion followed.

Mr. Whaley moved: That Mr. Lopp be asked to review the bylaws to determine the future makeup of Board of Directors of the Foundation.

Seconded by: Ms. Carr

Motion: approved

Mr. Whaley will email his contact at Rodefer Moss who was doing Form 990s for us pro bono in the past. Mr. Lopp stated the he will need a list of the board members. More discussion followed about financial advisors and their ability to serve on Foundation Boards.

Sunday Hours:

Ms. Merida reported that it was difficult to get the exact statistics that were needed for a cost analysis of Sunday hours. At a conference in October regarding TLC questions about reports for other statistics will be asked to help determine more exact numbers. The minimum it takes to run the library on a Sunday is nine employees. Jeremiah Dixon did utilities analysis and came up with a figure of \$5,394 per year for Sunday hours. Total estimated cost of \$1,149 per Sunday to open. Other statistics were gathered and it is estimated that about 201 patrons visit the library on Sundays per month. When doing Circulation reports, statistics cannot be determined of in-building usage versus patrons' home use of online services. All online services show up regardless of whether they are in the building or at home online. Cyndi Kepley worked with some reports to get some circulation data and determined that about an average of 84 items circulated on a Sunday. Ms. Merida stated that these were the best statistics that could be gathered at this time to give an estimated cost analysis to open on Sundays.

A discussion followed. Mr. Whaley asked if a different day was tracked to compare cost analysis. Ms. Merida stated that was not done at this time. Mr. Burks expressed his concern for the library being open on Sundays based on a cost-effective business. Ms. Carr replied that although the library is a business, it is also a public service. She stated that many people in our community don't have computers or access to Wi-Fi. More discussion followed. Ms. Poe stated that the high schools have given each kid an iPad but they may not have Internet services at

home. Mr. Burks stated that due to his current job he has found that a lot of the community has Internet services in their homes. Ms. Merida stated that some libraries are offering Jetpacks for patrons to borrow. These Jetpacks create a Wi-Fi hotspot and if not returned on time the service can be turned off. More discussion followed regarding computer users. During the year of 2014 there were 1886 users in the first six months, it went down in 2015 to 1814, and first half of last year it went to 924. This shows that computer usage is trending downward. Mr. Burks suggested this is due to increasing popularity of iPads and smartphones that people are using at hotspots in the city to get online. Ms. Merida explained that opening on Sundays also requires staff to work less during the week and also work a 6-day week. As the amount of staff goes down, it becomes more difficult to schedule during the week since staff working on Sundays have to be scheduled 4.5 hours off during the week. Most managers will be going from exempt to non-exempt when the new labor laws take effect later this year. Currently when the managers work on Sundays they do not take the 4.5 hours off during the week but under the new law they will be required to do so, which will make scheduling even more difficult. Mr. Burks suggested not reopening on Sundays during the month of September to look at the response from the community afterwards. Mr. Whaley asked what is the staff's recommendation on Sunday hours. Several staff members in attendance expressed their concerns about being able to staff their departments properly throughout the week and are in favor of not having Sunday hours.

Ms. Carr moved: That the library no longer offer Sunday hours.

Seconded by: Mr. Burks

discussion:

More discussion followed about cost analysis versus providing a service. It was also noted that we are the only library open in the area on Sundays. Statistics of whether Sunday patrons are from Floyd County or elsewhere could not be determined at this time but it is believed most are not from Floyd County. Ms. Merida expressed her desire to be good stewards of taxpayer money.

Yea

Mr. Burks

Nay

Mr. Whaley

Ms. Poe

Mr. Payton

Abstain

Ms. Carr

Ms. French

Motion: failed

Mr. Whaley expressed his feeling that more research needs to be conducted in order to make a more informed decision. He would like a recommendation from the director based on cost analysis and staff recommendation. Ms. Merida stated that she would gather more information on cost analysis to compare with other days of the week. Mr. Whaley stated that a vote could be made to put the reopening on hold. Ms. Merida stated that she has started the strategic planning process and perhaps this issue could be put out to the community. The board agreed with this idea.

Suellen Wilkinson memorial:

Ms. French reported that the committee met a second time and discussed memorial options. The two options discussed are a bench and the naming of something in her honor. The committee also felt that the board needs to develop criteria that would set standards for when to name something after a person. According to the Director's Report one possibility is that a bench could be obtained from the 4H from made from recycled bottle caps and it seems to be very fitting given Ms. Wilkinson's interest in the environment. Another possibility is the Literacy Program being name for Ms. Wilkinson. It is possible that plaques could be paid for by the Friends. The committee is willing to work on drafting criteria. Ms. Merida also suggested a

listserv of directors and asking what other libraries do in these situations. Mr. Whaley stated that the school board recently passed a resolution on a naming policy and that a copy could be obtained for review.

**NEW BUSINESS**

E-rate commitment:

Ms. Merida stated that the annual E-rate commitment needs to be signed by the board to continue another funding year. It requires that all computers be filtered and that the Children's Policy be updated. These requirements are being fulfilled.

Ms. Carr moved: That the E-rate Commitment to Join Indiana State Library Consortium For Public Library Internet Access for Funding Year July 1, 2017 Through June 30, 2018 be approved.

Seconded by: Mr. Whaley

Motion: approved

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....September 26, 2016

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