

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
OCTOBER 24, 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 not present

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

Guests present:

APPROVAL OF CONSENT AGENDA

- A. *Approval and signing of Board minutes of September 26, 2016*
- B. *Set Board Meeting for November 28, 2016*
- C. *Approval of Bills and Invoices to be paid*
- D. *Items to be declared surplus*

Ms. Carr moved: That the consent agenda be approved as read.

Seconded by: Mr. Whaley Motion: approved

PUBLIC INPUT

None

PERSONNEL

Sandra Fortner stated that there was nothing to report this month.

DIRECTOR'S REPORT

Ms. Merida said thank you to staff that represented the library in the Harvest Homecoming parade. She stated that she appreciates all who were involved.

Ms. Merida and Cyndi Kepley went to the TLC Conference and felt it was an awesome workshop. She learned a lot and will be sharing that information with staff. As a result, there will be some cleanup on the circulation database that will free up database space but will also lower some circulation and patron numbers. The State Library will be informed so they are aware of what's going on. Next year cataloging is going to web-based. The program will be available when *marc records* go away and should be a smooth transition. Cyndi is very excited that it will make their jobs a lot easier and more consistent.

OLD BUSINESS

Library Foundation:

A list of names was presented for appointment to the Library Foundation Board.

Ms. Carr moved: That the list of nominees be approved as presented.

Seconded by: Ms. French Motion: approved

Mr. Whaley asked if there were any other names to add to the list. It includes: Irv Stumler, Carol Hocker, Pat Harrison, Paula Parker, Dale Gettlefinger, Roger Whaley and Melissa Merida. No other names were presented. He suggested that an email be sent out to all members informing them of the new board and request a meeting in the near future. The board needs to be at least seven members but can be more.

A notice was received from Ameritrade asking who the board members are; so the list can now be sent along with minutes. The minutes will also need to be taken to MainSource to re-activate the bank account.

Quarterly PLAC Report:

No Public Library Access Cards were sold this quarter but the report still needs to be signed and sent to the State Library. The Board President and Library Director signed the report.

Building and Grounds Updates, Projects, & Bid:

Ms. Merida stated that she received one more bid for mowing service. It was for \$35 weekly grass cutting, and every two weeks the weeds would be sprayed for \$50. Trimming bushes and cleanup every two months is \$350. Ms. Merida asked if anyone else had names to submit. Mr. Peyton stated that he may have one to submit after he gets the official business name. Since it is nearing the end of the season this consideration may be held off until early Spring.

Committee meeting regarding criteria for board member memorials:

Ms. French distributed the committee's suggested proposal of criteria for awarding memorials. She explained the reasoning behind the suggested criteria is to be flexible enough so that it will apply to different kinds of contributions. It was emphasized that it needs to be a significant contribution to meet the criteria. Mr. Payton asked if the criteria should be this vague. A discussion followed. Mr. Rutherford stated that he agreed with the suggestions as a good starting point. The criteria will be brought back to next month's meeting for a vote.

NEW BUSINESS

Resolution to Reduce LIRF for 2016:

Ms. Merida stated that after meeting with the DLGF representative earlier this year she did not move the remaining funds of \$48,000 to LIRF as originally planned. The money had already been spent out of the Facilities appropriation in the General Fund. The resolution being presented for approval states that we will not move \$48,399.15 over to LIRF which will reduce the LIRF Budget by said amount. (copy appended)

Ms. Car moved: That the resolution (16-FIN-004) be approved as presented.

Seconded by: Mr. Whaley Motion: approved

HR Report regarding Exempt and Non-Exempt status:

Ms. Merida stated that in order to be in compliance she is proposing that some staff will change from exempt to non-exempt that do not meet the threshold for the exempt status. Also in order to help all staff and the shortage of hours in some departments it is being proposed that a change of 37.5 hours per week be increased to 40 hours per week. This will give all staff a higher pay increase rather than giving a 50 cents per hour pay raise. It was also recommended that all part-time employees, except for Pages, be increased to 25 hours per week consistent across the board.

Ms. Carr moved: That the 2017 staffing proposal be accepted as presented.

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.....November 28, 2016

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