

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**FEBRUARY 27, 2017**

Presiding Officer: Mr. Jerry Payton, President

Board Members present: Ms. Gabrielle Carr, Mr. Tonye Rutherford, Mr. Roger Whaley, and Mr. Steve Burks

Board Members absent: Ms. Pamela Poe and Ms. Sandra French

Board Attorney: Mr. Jason Lopp was not present

Staff Members present: Melissa Merida, Carolyn Gerton, Erin McCorkle, Sandra Fortner, Cyndi Kepley, Abby Johnson, Luis Munoz, Kaitlyn Tisdale, and Marilyn Powell

Guests present:

**APPROVAL OF CONSENT AGENDA**

- A. *Approval and signing of Board minutes of January 23, 2017*
- B. *Set Board Meeting for March 27, 2017*
- C. *Approval of Bills and Invoices to be paid*

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

Seconded by: Ms. Carr

Mr. Burks asked to revisit the topic of being open on Sundays. Mr. Payton agreed to discuss this issue under Old Business.

Mr. Whaley wished to clarify that the Stephanie in last month's minutes is Stephanie Smith from Rodefer Moss.

Motion: approved

**PUBLIC INPUT**

None

**PERSONNEL**

New hires:

Sandra Fortner reported that three new part-time employees were hired last week. Justice Killion started as a work-study student from IUS last year. She has been retained and now replaces a Circulation employee who recently retired. Tori Shepherd replaces a Circulation employee who left earlier this year. Misty Fultz was hired to take the place of the page who stepped into Ruth Koerner's position. Mr. Burks asked if the library is now fully staffed. Ms. Merida explained that they still haven't addressed the Indiana Room situation of losing two full-time staff.

## **DIRECTOR'S REPORT**

Ms. Merida reported that the managers' retreat went well. The group took a Skillpath leadership training and then visited the Indianapolis Marion County Public Library the next day. They learned a lot about how that library does service plans and how to integrate a strategic plan into daily routines. The group gleaned ideas that they already put into use at the staff in-service, and the managers have identified skills they want to work on.

Ms. Carr asked if plans have been made regarding budgeting for chiller repair. Ms. Merida stated that there is enough money to get the chiller ready for Spring, but it will be a huge project to replace. The chiller is nearing the end of its life span and may only have five years or less. Mr. Burks asked about the projected replacement cost. There are many factors that would affect the cost, including various new chiller technologies. A discussion followed about the money needed to replace the chiller.

Mr. Burks asked about the staff's concerns about patron behavior. This topic will be addressed under security in Old Business.

Ms. Merida gave an update on the landscaping project along Scribner Drive. The staff enjoyed selecting book titles for the garden beds and Ms. Merida is excited about the opportunity to collaborate with other community organizations. One bed will hold the memorial bench for Suellen Wilkinson.

The bank account in question at last month's meeting has been cleared up. The word "Foundation" has been taken out of that account's name and everything is resolved at the bank.

## **OLD BUSINESS**

Security:

Mr. Payton complimented the staff for their attentiveness during two recent retirement parties. Several Library employees came up to greet him and ask who he was. Mr. Payton stated that the parties were enjoyable and well planned.

Ms. Merida reported that there have been several more incidents with substance abuse. On Saturday a patron was asked to leave and became belligerent. One of the safety officers was here. Ms. Merida is pleased with Charles Nance and the temporary officers. They are starting to establish a presence and Mr. Nance has already pointed out several ways to improve Library security. New security locks have also been installed on IT and Staff Lounge doors.

The security company RFPs have until Wednesday to be returned. So far, Ms. Fortner has received three back out of eighteen sent. She is waiting until all are received to open them. The board discussed how long it would take and agreed that making a decision needs to be a top priority.

Ms. Merida pointed out that the money which was budgeted for security is currently in the Salary category of the budget. She might have to ask the County Council to move the money to a different category if we end up choosing to contract a company. The board discussed what would happen if this was the case.

Ms. Fortner reiterated that the current setup is working well. Mr. Rutherford asked if the current temporary solution could be made permanent. The board discussed this possibility. The current officers might be interested in becoming permanent. Mr. Burks is not in favor of Library staff managing security officers. Ms. Fortner assured the board that she has managed security employees before and it worked well.

The board discussed what next steps are needed. The board agreed to hold a special meeting to hear about the RFPs and make a decision. The meeting will be March 13 at 5:30 p.m.

Sunday Hours:

Mr. Burks wished to revisit the topic of Sunday hours. Starting May 31, the Library will be closed on Sundays until September 10. He asked what more information the board would need to get from Ms. Merida to make a decision. Mr. Burks’ opinion is that money would be spent better if the Library did not open on Sundays. Ms. Carr explained that the rationale for the nine month schedule is that schools were in session and students needed to work on assignments. Mr. Burks pointed out that the schools now use a full-year calendar. Even if it does not save money on staffing, it would save staffing time. Another consideration is the potential energy savings of being closed on Sundays. Mr. Payton suggested that statistics could show other days that would make more sense to be closed. Ms. Merida stated that the primary services on Sundays are computer use by adults and video checkouts – there is not a lot of family usage. A minimum of nine people are needed to run the building, which takes away from staffing hours during the week. Ms. Merida asked what statistics the board would like to have. Mr. Whaley would like to see how many people utilize the Library on Sundays to determine what value it really provides to the community. Ms. Merida explained that they are trying to implement a system where a patron enters their zip code to use a Library computer. This will allow us to see if internet patrons are local or not. The Library does not have the software capabilities to accomplish this yet. The only other local library open on Sundays is IUS.

**NEW BUSINESS**

Board engagement session for strategic plan:

Ms. Merida would like to set a time when the board can do a session around the strategic plan. She would like to get board input and work on goal setting. If they meet in small groups, there would not need to be a called meeting. It may be possible to hold a work session to be able to work as an entire group. Ms. Merida would like to schedule the session in the next couple of months. She will send out a Doodle poll to determine the best dates.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....March 27, 2017

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