

**MINUTES OF THE SPECIAL CALLED MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**MARCH 13, 2017**

Presiding Officer: Mr. Jerry Payton, President

Board Members present: Ms. Gabrielle Carr, Ms. Sandra French, Ms. Pamela Poe, Mr. Tonye Rutherford, and Mr. Roger Whaley

Board Members absent: Mr. Steve Burks

Board Attorney: Mr. Jason Lopp was not present

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

Guests present:

**PUBLIC INPUT**

None

**PERSONNEL**

Resignation:

Sandra Fortner reported that a recent hire for Circulation, Tori Shepherd has resigned. She offered no valid explanation for the resignation. This part-time position is being advertised again.

**NEW BUSINESS**

Food for Fines Promotional – National Library Week:

Ms. Merida explained that National Library Week is April 9<sup>th</sup> through the 15<sup>th</sup>. She asked the Board to approve the program to allow patrons to bring in nonperishable food items in lieu of overdue fines. The marketing materials are ready for advertisements. All food proceeds will go to Hope Southern Indiana.

Ms. Carr moved: That the Food for Fines Promotional be approved as presented.

Seconded by: Mr. Whaley Motion: approved

Eliminate Fines for Youth Cards/ Create Pop-up Cards:

Ms. Merida explained that eliminating fines has come up several times in the Managers' Meetings. The Youth Services Manager voiced concerns of children not being able to use their cards because parents have run up fines. Abby Johnson explained that children cannot sign up for the Summer Reading Program due to overdue fines. They hope to improve library access by eliminating fines for Youth Cards altogether. Mr. Payton asked if this could increase irresponsibility and patrons feeling like there is no need to return books on time because there will be no fine or consequence. It was explained that they would still be assessed the cost of the book if it was never returned. After being overdue for 4 weeks the item goes to *Lost* status.

Other issues discussed were if people really understand the library return process. Some simplified marketing tools to explain responsibilities when someone gets a library card will be drafted. There is currently a brochure explaining the process but it is very wordy. Another suggestion is to have the receipt print cost of book if not returned.

Pop-up cards will only be used for bags of books at the Pop-up libraries. These cards cannot be used at the main library. Only non-catalogued items will be at Pop-up libraries. There was a discussion about eliminating all fines and the impact it would have on the library budget. Ms. Merida state that a cost comparison has never been measured regarding spending versus collections. We currently pay Unique Management to collect past due fines and it also cost to pay for mailing notices, along with staff time. Mr. Whaley stated that in moving toward doing away with fines for youth it would be logical to draft a policy to do away with overdue fines. Patrons would be responsible for the value of the book, if not returned. A discussion followed concerning the number of items allowed to check out on an individual card. Patrons are allowed to borrow up to 50 items on their card. Ms. Poe suggested reducing the limit to 10 items. Mr. Whaley asked that staff give input on eliminating fines. Mr. Payton asked about the impact on the budget if fines are eliminated. Ms. Merida asked if it was okay to pursue pop-up libraries and special cards. The Board agreed by consensus with the pop-ups.

Ms. Merida was contacted last week by Don Lopp and John Schellenberger to discuss looking for a location for a digital extension. The location suggested is in the Floyds Knobs. There is an historical house that was donated to the County. Ms. Merida went this morning to look at the building. It is listed on the historic register so the walls will need to remain intact. There is a parking lot with nine spaces. It would not work well as a branch with a large collection of books, but would work well for a digital branch. The hours would be flexible and have not been determined at this time. A possible timeframe is 11a.m. to 7p.m. More discussion followed. There is space for a meeting room area. The building is not big enough for PCs, but could accommodate personal tablets and laptops. Mr. Lopp is interested in doing events in the green space on site. Upstairs will not be available for the public. The idea will go to the county commissioners next. The Board agreed to pursue further information.

Legislature Day at the Statehouse:

Ms. Fortner stated that she and Sandra will be going tomorrow to Legislature Day with Indiana Library Federation. They plan to meet with Ron Grooms and Ed Clere. She wanted to have a video about the library to share with the legislators. Luis Munoz made the video for them to take along. The video features patrons, partners, and employees of the library and offered some library statistics. The Board appreciated the video.

## **OLD BUSINESS**

Security:

Ms. Merida passed out a summary of the results of the RFPs that were mailed to security companies. Eighteen RFPs were sent out and only four responses came back. One company, Nighthawk, was not called in for interview. They were \$24 per hour and did not answer all questions. Ms. Merida stated that she was disappointed in how much the companies pay their individuals. The pay was anywhere from \$9 to \$10.25 per hour, which she felt was pretty low. Ms. Merida spoke about the pros and cons of each company. Charles Nance, supervisor of the temporary security guards already working here, stated that he would entertain the idea of staying with us. A discussion followed regarding his costs and becoming library employees. There would be no health insurance paid on the employees because they are part-time. Sandra stated that some of the other companies had a lot of people using their position as a stepping stone to work in law enforcement.

Ms. Carr moved: That the option of hiring the safety personnel as employees of library be approved.

Seconded by: Mr. Rutherford

Discussion: Mr. Whaley asked if the library has money in the budget to pay for this plan. Ms. Merida stated that actually the library would be under the amount appropriated for security staff due to them not starting in January. Ms. Poe asked how Human Resources Director, Sandra Fortner felt about hiring the temporary security guards. Sandra stated that she feels moving forward with Charles Nance is the best option at this time. She feels that other reliable options have been identified to fall back on if needed. Charles has identified some of the needs of the library and has also recommended moving forward with security personnel. He has replacements available if someone needs to be out. More discussion followed.

Motion: approved

Ms. Merida stated that the temporary people will be asked if they would like to become permanent on a part time basis.

Safe Place:

Mr. Rutherford asked since the Library is considered a Safe Place site, is the library covered for any backlash. Ms. Merida state that there are guidelines on what we can and can't do. A representative of Safe Place comes to the library each year to refresh the staff of the guidelines. There is no cost to participate.

Spring break:

Ms. Merida stated that she will not be at next board meeting on March 27. She has a prior commitment. Sandra Fortner will sit in for her at the meeting.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....April 24, 2017

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