

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
JULY 10, 2017

Presiding Officer: Mr. Jerry Payton, President

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

Board Members absent: Mr. Steve Burks

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Erin McCorkle, Cyndi Kepley, Abby Johnson,
Kaitlyn Tisdale, Laura Wilkins, and Marilyn Powell

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of June 12*
- B. Set Board Meeting for August 14*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

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

Seconded by: Mr. Whaley Motion: approved

PUBLIC INPUT

None

PERSONNEL

There was no personnel news to report.

DIRECTOR'S REPORT

Ms. Merida informed the Board of a recent incident that was not on the Director's report. A car going down Spring Street wrecked on the Library's front curb. A light post, which belongs to Duke Energy, was knocked down and the Library's front shrubs were damaged. There was not enough damage to the shrubs to file with insurance, but they will have to be replaced. The wreck occurred at 4:19 in the morning, and alcohol was involved.

OLD BUSINESS

Foundation:

Mr. Whaley reported that they have been working since April to transfer the Foundation money from TD Ameritrade to German American Bank. The money hasn't been transferred yet because TD Ameritrade is requesting yet another form be filled out. Mr. Whaley has given the

new forms to Toya Payne. The next Foundation meeting is July 11, and it is the Annual Meeting. Ms. Poe asked Mr. Whaley to tell them the Board appreciates their work to get the Foundation up and running again. There was a discussion about the Foundation's bills which need to be paid. The problem is that the money is still tied up at TD Ameritrade. The Foundation is also still waiting on the Jane Cutler bequest money. Mr. Whaley reported that Mr. Lohmeyer (the executor) is out of town right now and will cut the check when he gets back. The Foundation could pay its bills out of those funds. The Library is also due Foundation payouts from the last two years.

Property and Liability Insurance:

Included in the Board packets is an insurance proposal from Assured Partners. Ms. Merida included this so the Board can see what is actually covered under insurance. She asked the board if they saw any errors that need to be addressed.

Resolution to change bank accounts:

Mr. Payton read the resolution to open Library Operating and Rainy Day Accounts at German American Bank and move said funds from Main Source Bank (17-FIN-005).

Ms. Carr moved: That resolution 17-FIN-005 be accepted. (copy appended)

Seconded by: Mr. Rutherford

Discussion: Mr. Whaley asked if the Library is leaving any money at Main Source Bank. The Building Improvements Gift Fund will stay at Main Source, and the LIRF will stay at PNC Bank.

Motion: approved

NEW BUSINESS

Policy for performing background checks:

Ms. Merida explained that this topic was brought up at a previous Executive Meeting. Currently the Library doesn't have anything that tells what actions to take with items found on background checks. This policy was drawn up by the Employment Attorney to establish set directives.

Ms. Carr moved: That the Policy for Performing Background Checks be approved.

Seconded by: Ms. French

Discussion: Ms. Poe asked about the Employment Attorney. Ms. Merida clarified that he is Ray Haley of Fisher & Phillips. Mr. Whaley asked who pays for the background checks. Ms. Merida explained that the Library does. There was a discussion about whether this needs to be spelled out in the Policy so it's clear who pays. The Board decided to add an explanation to the Policy.

Mr. Whaley moved: That the Policy be amended to add a Procedure that explains that the Library pays for the background checks.

Seconded by: Mr. Rutherford

Motion: approved

The Board then voted on the original motion as amended.

Motion: approved

Set 2018 Budget Hearing and Adoption Meetings:

Ms. Merida would like to present the draft budget at the August 14 meeting, hold the budget hearing at the September 11 meeting, and have the budget adoption at the October 16 meeting. Ms. Merida reminded the Board of the importance of having a quorum for these

meetings, because this schedule cuts close to the deadline. The October Board meeting will be one week later than normal because of Columbus Day.

Quarterly PLAC Report:

No PLAC Cards were sold this quarter. Mr. Payton and Ms. Merida signed the form.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....August 14, 2017

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