

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
AUGUST 14, 2017

Presiding Officer: Mr. Jerry Payton, President

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

Board Members absent: Mr. Tonye Rutherford and Ms. Gabrielle Carr

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Carolyn Gerton, Erin McCorkle, Sandra Fortner, Cyndi Kepley, Marilyn Powell, Laura Wilkins, and Abby Johnson

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of July 10*
- B. Set Board Meeting for September 11*
- 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. French

Mr. Burks requested that item C be removed for discussion.

Mr. Whaley moved: That the remainder of the consent agenda be approved.

Seconded by: Ms. French Motion: approved

Mr. Burks asked about the AT&T phone bill. Ms. Merida explained that the reason the bill has gone up is because E-rate phased out the discount. She and Jeremy Givens have talked with ENA about eventually going digital, which should help with the phone bill. ENA went from about \$1320 per month to \$880 and also the speed increased. We are locked into this rate for 3 years. Mr. Burks asked about the carpet cleaning bill. Ms. Merida explained that the cleaning in June was for the entire downstairs. The cleaning alternates between floors by each quarter. Mr. Burks asked about a hotel stay at Rathaus in July. It was explained that Dan Pfalzgraf, Museum Curator, stayed in this hotel in Germany. His visit was paid for in partial by a grant, and the rest was paid for by Carnegie Center Inc. and the library. Mr. Burks asked about the lighting upgrade project. The cost was over \$28,000, but after the discount the cost was around \$14,000. Duke has projected that the Library will make that money back in less than two years. Mr. Burks was satisfied with answers to his questions after the discussion.

Mr. Burks moved: That Item C on the agenda be approved.

Seconded by: Mr. Whaley Motion: approved

PUBLIC INPUT

Mr. Whaley reported that Mr. Rutherford's mother passed away. He would like flowers to be sent on behalf of the board.

PERSONNEL

Ms. Fortner reported that Stevie Lipps resigned effective July 20 from her position as a Library Page. Interviews are currently being conducted for that position.

DIRECTOR'S REPORT

Ms. Merida announced that the Library's Summer Reading Program surpassed the goal of 3,750 signups. The final total was 3,920 enrolled. A total of 28,305 books were read. Ms. Merida was pleased with the Summer Reading Program and also with the Pop-ups.

The Friends are sponsoring several new bike racks in the shape of books that will be installed in the fall. A new bench is being donated from the Bench for Caps program that will go in the back of the library. It takes 400 pounds of plastic caps to build the bench. Ms. Merida is still working on selecting a bench to go in the garden area in memory of Suellen Wilkinson. The Strategic Plan is also coming along well and plans are to have it written by the end of September.

Ms. Merida received a quote from Terry Ginkins for taking down the room in the front section of the Library and turn that space into a small café area. The work will be done over the Labor Day weekend. The hope is to save some walls to be reused for other projects. There was a discussion about inviting a coffee shop to occupy the space in the Library again with no rent being charged. Ms. Merida explained that her thought was to have a vending machine area. The Board discussed the pros and cons of this option. Coffee Crossing and HobKnob were suggested for possible contacts. Ms. Merida stated that coffee prices need to be around \$1 per cup for this space to succeed. She feels that most of our patrons are not willing to pay high amounts for coffee. Mr. Whaley agreed to contact HopKnob Coffee and Mr. Burks agreed to reach out to Coffee Crossing and other vendors.

OLD BUSINESS

Sunday Hours:

Ms. Merida explained that we are revisiting Sunday hours because she is concerned with how to staff both the new branch and the main Library adequately. Due to Labor Day fast approaching a decision must be made really soon. Mr. Burks suggested that with the summer pop-ups and the Galena branch that this allows more options for patrons if Sunday hours are discontinued. The library is still closed on Sundays even when school is open for at least six weeks. Ms. Merida stated that there are no complaints from patrons when the Library closes on Sundays for the summer. Mr. Whaley stated that with school starting on July 27 there has been a lot of complaints that may prompt some changes in the next couple of years with legislation. Mr. Burks stated that if something changes with legislation, Sunday hours could always be revisited.

Mr. Burks moved: That the Library stay closed on Sundays.

Ms. Poe suggested tabling the issue, explaining that she sees it as a need for students who need Wi-Fi. She would like statistics on patrons visiting the library. Mr. Burks stated that the board received statistics last year concerning this issue.

Mr. Whaley explained that the motion dies, due to the lack of a Second.

Ms. Merida explained that Library use on Sunday is mainly computer usage, but not by youth. It is predominantly adults using the computers. Another option is to open the branch on Sunday, and stay closed at the main Library. This would require less staffing, because only two people are needed to run the branch. Nine staff members are needed to open main Library.

There was a discussion about possible patron response to this option. Ms. Merida reported that on the public surveys, there was no mention of Sundays. Mr. Whaley asked if statistics could be gathered over the next four weeks of how many patrons attend and their age range. Ms. French suggested being closed on Sundays this year and reconsider the matter next year if there are a lot of public complaints about the closing.

Mr. Burks argued that there is enough Wi-Fi available for people at coffee shops, the mall, and other locations. He questioned the worth of opening on Sundays if the main reason is to offer Wi-Fi. The Board discussed numbers. Ms. Fortner mentioned that there has not been an increase in the numbers on Sundays over the years. Last year's August minutes were retrieved and the Board discussed the statistics from last year. Mr. Whaley asked what the staff would recommend. Ms. Merida replied that the staff would agree to being closed on Sundays, and if anything, have the branch open because that makes more financial sense and would be easier on scheduling.

Mr. Burks moved: That the Library discontinue Sunday hours.

Seconded by: Mr. Whaley

Discussion:

There was a discussion about possible Sunday hours at the Galena Branch when it is opened. Ms. Poe stated that she is concerned about students not being able to come to the library on Sundays to work on school projects. It was estimated that only about 12 people per hour visit the library on Sundays. These patrons are not students working on school projects, but mainly adults using the computers. Mr. Burks stated that the issue can always be revisited if there's an outcry from the public.

Aye
Mr. Burks
Mr. Whaley
Ms. French
Mr. Payton

Nay
Ms. Poe

Motion: approved

NEW BUSINESS

2018 Budget Draft:

Ms. Merida presented and explained that this is a loose draft and gave a brief overview of the budgeting process. She deducted 15 % from each line item because this money is not actually received. It is difficult to keep track of, so a miscellaneous appropriations were created as place holders. Now the amount that staff will see in Keyfund is their true budget. Mr. Burks asked about the gas and electric line being lowered. Ms. Merida explained that they were reduced because of the efficiency improvements that have been made recently.

Ms. Merida pointed out some of the changes, including a new line item for "e-media" as the Library moves towards a service called Hoopla. Hoopla includes downloadable movies, music, and books. The Library would pay for only what patrons download instead of paying for a bundled package. She explained some of the differences between Hoopla and the services that are now offered. Freegal services were canceled with a savings of about \$8,000 per year. More discussion followed regarding downloadable resources.

Internet Access Consortium:

Ms. Merida presented the Internet Access Consortium agreement for E-rate. By signing, the Library agrees to continue with the E-rate program.

Mr. Whaley moved: That the E-rate agreement be approved.

Seconded by: Ms. French

Motion: approved

Amend Resolution to pay certain bills in advance:

The proposed amendment to this Resolution would allow the Library to reimburse staff immediately for Library purchases over \$50 made with their own money. Currently, those staff would have to wait until after the following Board meeting to be reimbursed. There was a discussion about setting an upper limit of spending. The agreed amount of up to \$100 was suggested.

Mr. Burks moved: That the resolution be approved as amended with a reimbursement limit of \$100.

Seconded by: Ms. French

Motion: approved

The resolution was approved and will be corrected and brought back next month for signing.

Transfer LIRF:

Ms. Merida explained that she will need to transfer \$45,000 to LIRF. It is already approved in the budget but she wanted to make the board aware of the transfer.

Mr. Whaley moved: That the request to transfer \$45,000 from the General Fund to LIRF be approved.

Seconded by: Ms. French

Motion: approved

Appropriation Transfer:

Ms. Merida stated that there are line items that are currently overspent. She asked if she needed board approval to transfer. Mr. Whaley explained that she is allowed to transfer within the same major category without a board resolution. These appropriations are all in the 300 category, which is for maintenance issues.

Annual Review of Computer and Internet Policy:

This policy must be reviewed every year. There are no changes from last year. The board briefly reviewed the policy.

Mr. Whaley moved: That the Computer and Internet Policy be approved.

Seconded by: Mr. Burks

Motion: approved

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....September 11, 2017

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