

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
SEPTEMBER 11, 2017

Presiding Officer: Mr. Roger Whaley, Acting President

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

Board Members absent: Mr. Jerry Payton and Mr. Steve Burks

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Erin McCorkle, Sandra Fortner, Dan Pfalzgraf, Sally Newkirk, Laura Wilkins, and Kaitlyn Tisdale

Guests present: Jil Greene

PUBLIC HEARING ON 2018 BUDGET:

Mr. Whaley asked for public comment on the 2018 Budget. There was none.

Mr. Rutherford moved: That the Public Hearing be closed.

Seconded by: Ms. French Motion: approved

APPROVAL OF CONSENT AGENDA

- A. *Approval and signing of Board minutes of August 14*
- B. *Set Board Meeting for October 16*
- 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: Ms. Carr Motion: approved

PUBLIC INPUT

Carnegie Director Sally Newkirk introduced Curator Dan Pfalzgraf and spoke about their efforts to make public art more permanent and exciting. Mr. Pfalzgraf explained that he had been looking for ways to reimagine the Carnegie's Public Art Project, when he discovered the existing run-down skate park by the riverfront. He came up with the idea of turning the park into a skateable work of public art. Mr. Pfalzgraf distributed artist renderings of the new design that was created by Hunger Skateparks of Bloomington. These designs are not public yet and will be revealed at the Carnegie's "I am Public Art" event on September 23. Mr. Pfalzgraf explained how the park ties in with the Library's Mission and the steps that were taken to get public input about the design. The skate park will be the Carnegie's largest piece of public art to date, and also the first permanent public art display. The city of New Albany owns the property, and they have been supportive of the idea. Ms. Newkirk explained that this is going to be an expensive, multi-year project. She and Mr. Pfalzgraf have submitted a number of grant proposals and there are still a number of bureaucratic hurdles to be overcome. If things go well, construction may start next summer.

Mr. Pfalzgraf explained that #IamPublicArt is an annual event celebrating public art and creativity. There will be musical acts, art installations from local colleges, a public unveiling of the skate park renderings, and a skateboard competition. He encouraged the Board to come and enjoy the program. Last year there were about 900 people in attendance. Recently, Extol magazine did a story on Mr. Pfalzgraf and his son, who are both skateboarders.

Ms. Merida and Mr. Whaley complimented the Carnegie on how nice the “Taste for Art and History” event was on September 8. Ms. Newkirk agreed that the event was very successful.

PERSONNEL

Ms. Fortner reported one new hire in August. John Carney was hired for the Page position and began August 21. He had previously worked here during the summer on a Work One internship. The Board asked about other openings as well as the staff restructure. Those will be addressed later in the meeting.

DIRECTOR’S REPORT

Ms. Merida explained that a lot of time has been spent working on the staffing changes, Interlocal Agreement, and health insurance. These will be addressed under Old and New Business.

OLD BUSINESS

Sign amended resolution to pay bills in advance:

This resolution was approved by the Board at the previous meeting with a correction. The corrected copy is now ready to be signed. Board members who were present at the vote but not tonight will be asked to sign at the next meeting. Ms. Merida explained the changes to those who were not present at the last meeting.

Interlocal agreement:

The Board had previously seen the preliminary Interlocal Agreement for the Galena branch. Ms. Merida explained that there have been a few changes of wording. A vote is needed for the final agreement and the document needs to be signed by Mr. Payton and Ms. Carr. Mr. Whaley asked about the status of the renovation bids. The final bid was \$177,000 from Meyers Whit. A target date for completion is uncertain. Mr. Whaley stated that he would like a large sign in front of the branch. There was a discussion about what the branch’s name would be. Ms. Merida noted that it should have the donating family’s name in it. (copy appended)

Ms. Carr moved: That the Interlocal Agreement be approved.

Seconded by: Ms. French

Motion: approved

Coffee shop:

Removal of the existing room in the coffee area has been delayed. Mr. Whaley reported that the owner of Hobknob Coffee was interested in the opportunity to open here, but was concerned about his obligations to the Library. Mr. Rutherford pointed out that having a coffee shop has been tried several times and has always failed. Mr. Whaley explained that offering the area without rent could make it more successful. Ms. Merida explained that with or without coffee, a café area is needed to discourage patrons from eating in the Library’s back foyer. If there is coffee, she reiterated the need for affordable options. Mr. Rutherford expressed his strong disapproval of using an outside company because they have always failed. Ms. Merida talked about the option of John Conti service. Mr. Rutherford pointed out that a staff member would still have to attend to the area. Another option is an automated system like Keurig. Ms. Poe stated that she likes to visit other libraries, and they all have coffee shops. She is still disappointed over losing the previous coffee shops here. The Board discussed the pros and cons of the various options. Several concerns include the need for staff to clean and stock the area, and potential waste if whole pots of coffee are made and then not consumed.

Ms. Carr moved: That Ms. Merida would investigate the option of a Keurig machine.

Seconded by: Ms. French

Aye

Ms. Carr

Ms. Poe

Ms. French

Mr. Whaley

Abstain

Mr. Rutherford

Motion: approved

Mr. Whaley added that any proposal should have a plan to maintain the machine and area.

Ms. Merida explained that the Library turns away many senior citizens from volunteering because there is not enough work. She suggested using some of these volunteers as greeters or attendants for the coffee area. More discussion followed.

NEW BUSINESS

Health insurance:

Ms. Merida reported that she had reached out to John Schellenberger about having the Library join with the County on health insurance. The County Commissioners agreed to let us pursue it more and Ms. Merida has met with Rick Zoeller of Neace Lukens. We have not seen the bottom line on the cost of their renewal. Those numbers are supposed to be ready by the next County Commissioners meeting. The County's plan is much richer, but will not cost any less. Their current plan is not available to the Library because it is no longer offered to small groups. Joining with the County would mean the Library is part of a bigger group. The issue still in question is whether it will increase or decrease the County's renewal rates. Mr. Whaley asked about the current insurance agent and rates. A discussion followed. Ms. Merida explained that she hoped to have numbers ready so that the Board could vote, but those numbers are not available yet. Ms. Merida noted that she was surprised to see that the County pays higher rates. At this point we are waiting for the County to agree to accept us. If they do not, the Library will continue with the insurance that is already in place.

Library staff restructure:

Ms. Merida introduced Jil Greene of the People Resource Group, a strategic management consulting firm. Ms. Greene explained the process of meeting with managers and staff to determine best strategies to better serve our patrons. She worked with Ms. Merida and Ms. Fortner to devise a plan that would accomplish this goal. Ms. Merida is very pleased with the work that has been done.

Ms. Merida explained some points about the new plan. Four topics that are being addressed are communication, departmental isolation, staffing imbalances, and the need for more space. This plan will also help the Library to comply with state standards, streamline job titles, eliminate most managers, develop more cohesion between different departments' programming, and focus on more "impact driven" programs. The design allows for cross-training of staff for fluid movement between areas. A new position of Collection Development would handle book ordering. Book processing may be outsourced. A new position of Materials Handler will deal with books coming in and out due to the upcoming branch. The branch will have a full-time leader. Ms. Merida emphasized that no one is losing their job or money. Mr. Rutherford asked if the budget supports these changes. Ms. Merida replied that it does.

Ms. Merida asked the Board to approve the new job descriptions. She will be meeting with all of the staff Tuesday to go over the changes, and the job openings will be posted for internal applicants.

Ms. Carr moved: That these job descriptions be approved: Assistant Director of Library Support Services & HR, Public Services Leader, Digital Branch Leader, Collection Development Leader, Administrative Services Assistant/Scheduler, Customer Service Liaison, and Customer Service Liaison (Digital Branch).

Seconded by: Mr. Rutherford

Motion: approved

Ms. Carr moved: That the new organizational chart be approved.

Seconded by: Ms. French

Motion: approved

Other Business:

Mr. Rutherford expressed his thanks for those who attended his mother's funeral. The Rutherford family was very appreciative of the support. Mr. Whaley reported that Ms. Poe's mother also passed away last week. Ms. Merida added that staff member Jeremy Givens' father had passed away.

Sally Newkirk announced that Delesha Thomas has been chosen as a finalist for the ROSE Awards, presented by the Louisville Convention and Visitors Bureau. The ROSE Awards recognize outstanding customer service. Voting is done online and a link can be found on the Carnegie's Facebook page.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....October 16, 2017

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