

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
OCTOBER 16, 2017

Presiding Officer: Mr. Jerry Payton, President

Board Members present: Tonye Rutherford, Gabrielle Carr, Pamela Poe, Roger Whaley, Sandra French, and Steve Burks

Board Members absent: None

Board Attorney: Mr. Jason Lopp was not present.

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

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of September 11*
- B. Set Board Meeting for November 13*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

Mr. Rutherford moved: That A & B of the consent agenda be approved.

Seconded by: Mr. Whaley Motion: approved

Ms. Poe requested that items C & D be pulled from the consent agenda for discussion.

C. Approval of Bills and Invoices to be paid:

Ms. Poe asked about the shirts purchased for Facilities Staff. Ms. Merida stated that 4imprint is the name of the company where they were purchased. Five long sleeve shirts per employee were purchased for staff members that wear them as a uniform. Mr. Whaley asked if all the small payments to Baker & Taylor could be put on one check. Ms. Merida explained that a lot of the payments are grouped together on one check. They show up on the docket individually but are paid together.

D. Items to be declared surplus items:

Ms. Poe asked how heavy are the 8 ft. tables that were originally at the Carnegie Center. Ms. Merida stated that in addition to being old they are extremely heavy and that is why they were declared surplus. No one has spoken for the tables and they will probably end up being donated. Goodwill and Habitat for Humanity are usually called first with donations.

Mr. Whaley moved: That items C & D on the consent agenda be approved.

Seconded by: Ms. Carr Motion: approved

PUBLIC INPUT

There was no public input.

PERSONNEL

Resignation:

Sandra reported that Hannah Noble, part-time Children's Assistant is resigning. She recently received her college degree and will be teaching in New Zealand.

New hires:

Stefanie Merrifield was hired to lead the Digital Branch. She will begin on October 30, 2017. She has been interning in the Indiana Room over the Summer. Stefanie will start here at the library before moving to the Digital Branch. She will finish her MLS in 2018.

Perry Parsons was hired as a part-time Safety Officer. He recently retired from the police department effective October 10, 2017

Brigid Morrissey was hired as the part-time Publicity Coordinator at the Carnegie Center for Art & History effective October 17, 2017.

Promotions:

Ms. Merida stated that Abby Johnson was promoted to Collection Development Leader effective October 9, 2017. Clarissa Grim was promoted to Customer Service Liaison at the Digital Branch effective September 24, 2017. Misty Fultz was promoted to Cross Trainer/Customer Service Coach effective September 25, 2017. Toya Payne was promoted to Administrative Assistant/Scheduler effective September 18, 2017. Brenda Kennedy-Snyder was promoted to Public Services Leader effective September 25, 2017. Sandra Fortner was promoted to Assistant Director of Library Support Services/HR effective September 18, 2017. (copy appended)

DIRECTOR'S REPORT

Mr. Whaley stated that due to recent remodeling he has heard that patrons cannot find Circulation. Ms. Merida stated that it has been moved to the side of the building in front of what use to be the Literacy Office. It is now the Circulation/Reference area all in one and is now known as Customer Service. On Sunday October 26, the facilities staff removed the old Circulation Offices area. Terry Ginkins was unable to fit it in his schedule until a much later date. Mr. Whaley asked if a section of the old Circulation Desk could be moved over to where the Coffee Area will be in the near future. Ms. Merida stated that a section of it could possibly be moved over to that area.

Ms. Merida stated that after some discussion some of the shelves in Children's may be moved and traded with upstairs shelving for lower shelving. This would be more inviting and easier to see kids in the department. We are currently trying to use the current furniture and then decide what is needed to buy. The Reference Office will be removed in the very near future. Shelves will go into that space and the Reference Offices will be moved to the back of the Upper Level.

Ms. Merida and Sandra Fortner attended an ILF Conference last month and felt it was very informative. About 4 or 5 staff members will attend ILF Conference in a couple of weeks.

Ms. Poe asked if anyone at the library was aware of DCS providing visitation here at the library. Ms. Merida stated that ILF is also looking into this issue of libraries making rooms available for supervised visits for parents with their children. Our library does not have a lot of rooms available for these meetings, but always try to accommodate as much as possible. The Gallery Room is used when it is available. Abby Johnson stated that libraries all over the state are experiencing this issue. Any information is confidential between the social worker and the client, so it is not made available for library staff. Abby stated that she has not noticed any problems with the program at our library. A discussion followed. Abby stated that the library could ask DCS to send a representative to the library to explain the program and how it works.

Mr. Whaley suggested contacting Sam Charbonneau to come in to talk about the program. Other suggestions were discussed about possible quiet space rooms.

Ms. Merida invited the Library Board to walk in the Making Strides Campaign. October is Breast Cancer Awareness month. It is held down on the waterfront in Louisville and is scheduled for October 28, 2017.

OLD BUSINESS

Budget Adoption:

Ms. Merida explained that the total 2018 Budget is \$3,782,110. The tax levy is \$2,195,547. The new adopted rate at full growth is .0826. The Public Hearing on the budget was held last month. There is a \$73,000+ tax cap which brings the total budget up to \$3.8 million. Ms. Merida has taken steps to prevent overspending. (copy appended)

Mr. Whaley moved That the 2018 budget be adopted.

Seconded by: Ms. Carr

Motion: approved unanimously

County Health Insurance:

Ms. Merida reported that the rates would increase the county health insurance if the library joined. No figures were provided by Neace Lukens to us or the Commissioners. Mr. Burks stated that the County Building has approximately 288 employees. The board was surprised to find that their rates were significantly higher than the library's. Ms. French stated that it could be due to individual health records.

PLAC Report:

The Board President and Library Director signed the quarterly PLAC (Public Library Access Card) report. No cards were sold this quarter.

NEW BUSINESS

Request to move Building Improvements Gift:

Ms. Merida reported that she would like to move the Building Improvements Gift Fund to German American Bank. Rose Frost started the gift fund when the new building was being considered and she had a couple of donations that were designated building funds. The issue that we are currently having is that about every six months the account goes dormant for inactivity. The proposal is to move it into a Library Gift Fund. There is \$11,587 in this account. The account at MainSource will be closed.

Mr. Rutherford moved: That the BIGF be moved to the Library Gift Fund.

Seconded by: Ms. Carr

Discussion:

Mr. Burks stated that a line item should be created in the Library Building Gift Fund to make the money more accessible. Mr. Whaley suggested moving the money to the Foundation if there are no plans to spend the money. Ms. Poe stated that the original donation was meant to be used by the library and not the Foundation. Ms. Merida stated that she would prefer the money be accessible for use with the plans for the building. After the discussion Mr. Rutherford withdrew his motion, so a different one could be made.

Ms. Carr moved: That the Building Fund be moved to a sub-account within the Library Building Gift Fund.

Seconded by: Mr. Rutherford

Motion: approved

Meeting Room Policy Update:

Ms. Merida stated that there were several versions of the Meeting Room Policy. She updated the Meeting Room Policy by taking out some of the repetitiveness and extra wording. The board briefly reviewed the policy. A discussion followed. (copy appended)

Mr. Rutherford moved: That the updated Meeting Room Policy be approved with typo corrections.

Seconded by: Ms. Carr

Discussion:

There was discussion about the charges for profit organizations and cleanup fees.

Motion: approved

Approve Foundation Bylaws:

Mr. Whaley reported that the old bylaws did not define who is actually in charge. The new bylaws define that the Foundation is responsible to the Library Board. That is the main change. There were also some wording changes. The Foundation Board approved the new bylaws and now the Library Board needs to ratify the bylaws. The other changes were briefly discussed. The Foundation Board gave \$70,000 to the library and it is earmarked for the digital branch.

Ms. Carr moved: That the Library Foundation Bylaws be ratified.

Seconded by: Mr. Rutherford

Motion: approved

Floyd Exhibit:

Ms. Merida stated that she is looking to move the Floyd Exhibit to a new location. At this time there are no suggestions, but plans are moving ahead to remove the exhibit.

Announcements:

Ms. Poe stated that the Children’s Department did a wonderful job with the Fall Break and Summer Reading programming. She was very pleased.

Mr. Rutherford thanked the Library Board and the staff for the wonderful gift during his time of bereavement. He expressed his appreciation.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....November 13, 2017

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