

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
FEBRUARY 5, 2018

Presiding Officer: Mr. Steve Burks, President

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

Board Members absent: Roger Whaley

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, Brenda Kennedy-Snyder, Abby Johnson, Laura Wilkins, and Luis Munoz

Guests present:

APPROVAL OF CONSENT AGENDA

- A. *Approval and signing of Board minutes of December 28, 2017 and January 8, 2018*
- B. *Set Board Meeting for March 12, 2018*
- C. *Approval of Bills and Invoices to be paid*

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

Seconded by: Ms. Carr

Motion: approved

PUBLIC INPUT

None

PERSONNEL

Carnegie Center Director position:

Sandra Fortner reported that she posted the Carnegie Center Director position. Sally Newkirk had suggested a couple of places to post the opening including some local museums. Mr. Rutherford asked if any board members needed to be a part of the hiring process for this position. Ms. Merida stated that she would like at least one or two representatives from the board. There is one Carnegie staff member and a couple board members from Carnegie Inc. that will be participating in the search. Tonye Rutherford and Gabrielle Carr agreed to serve on the committee.

DIRECTOR'S REPORT

Accident in back lot:

Ms. Merida reported that on January 18th someone had an accident and hit the back of the building. They also took out the bench and cement trash can. Someone ran the red light and the car coming off the ramp hit that car. A police report was picked up and will be given to the insurance company to handle the matter. There was another accident in the back parking lot a couple of days later with no damage to library property.

Movement in the building:

Ms. Merida stated that progress is being made around the building with renovations. A wall has been built across the old Circulation area. Facilities is currently framing that area. This area will become the new Business Office and Sandra Fortner will take over the current Business Office. The new area is a larger space and will accommodate the three people in the Business Office. Adult Services is just about moved out of the Reference cubicles. After that the office cubicles will be behind the stacks along the back windows. The space for the café' should be ready later this month to add tables and chairs. The new magazine display is finished.

ALA:

Five staff members will attend ALA mid-winter pre-conferences in Denver this year. They will leave February 8. Those attending include Melissa Merida, Stephanie Merrifield, Sandra Fortner, Brenda Kennedy-Snyder, and Abby Johnson.

Hoopla:

Ms. Merida reported that Hoopla is the new downloadable service. Freegal was discontinued about a year ago. It only offered music and cost about \$10,000 annually. Hoopla is the new service that offers video, ebooks, music, and audiobooks. We only pay when items are downloaded. For Overdrive we pay about \$60 per book to purchase. With Hoopla the patron can go in a select which item they want and the library only pays for that item. We will be keeping Overdrive because it is already paid for this year. A discussion followed concerning Overdrive.

WDRB in the Indiana Room:

Laura Wilkins announced that WDRB was in the Indiana Room today to cover a story that Melissa Wiseheart assisted with regarding the return of a 1989 New Albany High School class ring to its owner. It was lost almost 30 years ago. The reporter will meet with the person that found the ring and the original owner. It will be aired at 11 tonight during the news. Afterwards the link will be put on the library's FaceBook page for all to view.

FOUNDATION REPORT

Appointment of two new members:

Ms. Merida stated that the two new members the Foundation Board recommends are Janie Whaley from the Carnegie Board and Mike Kovatch from the Friends Board. Also the annual appointment for the library board liaison is up for renewal. Roger Whaley is currently serving in that capacity.

Ms. Carr moved: That the two new members recommended be approved and that Mr. Whaley be reappointed as the Library Board liaison.

Seconded by: Ms. French

Motion: approved

OLD BUSINESS

Final Strategic Plan:

Ms. Merida passed out a final draft of the Strategic Plan. She received notification from the State that it was approved and put on file. This is the final copy with the corrections. Ms. Merida will give copies to the County Council and County Commissioners.

Fine & Fee Changes:

Mr. Burks presented the resolution to discontinue charging fines for material being returned late. The resolution was reviewed last month and has had typos corrected. (copy appended)

Ms. Carr moved: That the resolution be approved.

Seconded by: Mr. Rutherford

Motion: approved

NEW BUSINESS

Update Sexual Harassment Policy:

Sandra Fortner stated that the sexual harassment policy has been revised. It was reviewed in light of current events and updated with a few changes. Ms. Merida stated that Sexual Harassment training was conducted at the most recent staff meeting. Ms. Fortner came in over the weekend to conduct the training with the staff members that only work nights and weekends.

Mr. Rutherford moved: That the updated Sexual Harassment Policy be approved.

Seconded by: Ms. Carr

Motion: approved

Safe Deposit Box:

Ms. Merida stated that the bank fees are due on the library's safe deposit box but no one knows its contents. It was determined that Rose Frost and Deborah Beckham are the only two people listed on the signature card to access the box. The board needs to appoint who they would like listed on the account so that information can be relayed to the bank. They will not let anyone access it until this matter has board approval. Ms. Merida does not want to pay for it if there is nothing of importance stored there.

Mr. Rutherford moved: That Gabrielle Carr, Melissa Merida, Pamela Poe, and Carolyn Gerton be given permission to access the Safe Deposit Box.

Seconded by: Ms. French

Motion: approved

Ms. Carr moved: That if there is nothing of significance in the safe deposit box that the lease be terminated.

Seconded by: Mr. Rutherford

Motion: approved

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....March 12, 2018

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