

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
MARCH 12, 2018

Presiding Officer: Mr. Steve Burks, President

Board Members present: Tonye Rutherford, Gabrielle Carr, Pamela Poe, and Roger Whaley

Board Members absent:

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Erin McCorkle, Abby Johnson, Stefanie Merrifield, Brenda Kennedy-Snyder, and Laura Wilkins

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of February 5*
- B. Set Board Meeting for April 9*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

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

Seconded by: Ms. Carr Motion: approved

PUBLIC INPUT

None

PERSONNEL

Sandra Fortner reported that a Customer Service Liaison, Taylor Anderson, has resigned and her last day was March 7. Interviews for the Carnegie Museum Director have begun and a number of people applied. Six candidates were interviewed. The second round of interviews will be March 19 at the Carnegie.

DIRECTOR'S REPORT

Ms. Merida reported that the various sub-categories of Fiction books have been re-integrated all together. This move saves space and allows books to be reshelfed faster. So far, Library staff have weeded about 25,000 items out of the collection. CDs and DVDs have moved into the back, audiobooks have moved into the stacks, and large print books have moved closer to the Customer Service desk. The focus this month will be to set up the café area. The chairs are here, but not the coffee machines yet, and for the time being old tables will be used. Ms. Merida encouraged the board to visit upstairs and see all the changes. One upcoming project is to give Fiction books spine labels. Mr. Whaley asked about the black wall behind the security desk. Ms. Merida explained her idea to have frosted glass or a laser-cut metal sign. Two staff now have memberships at Maker13 to learn to use the equipment there; similar equipment will be installed

in the Maker Space at the Galena Branch. Mr. Burks asked if changes in the Library are being documented with before and after pictures. Ms. Fortner replied that Luis Munoz has been taking photos. Once everything is in place, seating and flooring will be addressed.

FOUNDATION REPORT

Mr. Whaley reported that the Foundation had their annual meeting. All current officers agreed to serve another year. Investments with German American Bank are going well. The Foundation wrote two checks to the Library, one for \$70,000 to support the Digital Branch and one for \$10,000 to make up for the past few years of missed distributions. They also took a group photo with the checks to use in marketing. Mr. Whaley explained that plans are in the works to develop a pamphlet to distribute to funeral homes; currently nothing is being done to publicize the Foundation. He reminded the Board that there is room for more Foundation members if they knew anybody interested. Mr. Burks asked if the Foundation has a presence on the Library's website. A discussion followed about the website.

Ms. Merida explained that she met with German American Bank about updating our credit card system. The option for patrons to donate online would be great for both the Foundation and the Library. Sam Weissinger of German American would like to sit on the Foundation's board. The Board discussed this possibility. Laura Wilkins suggested that the Library's website could have a section on giving -- a page that would cover the Friends of the Library, estate planning, the Foundation, etc. The Board felt this was a good idea.

The next step with credit cards is for German American to contact RFID companies to make sure their systems will allow German American to be our credit card processor. There is the potential to have a flat fee per month if we use German American. Mr. Burks asked if the Library's own credit card provides any rewards. Ms. Merida replied that we will look into it.

OLD BUSINESS

Supervised visits:

Ms. Poe wished to revisit the topic of supervised visits that happen in the Library. She explained that an attorney had sent her a copy of a letter in which a person was advertising their services conducting supervised visits at the Library. The Board discussed whether this was appropriate and whether it is comparable to other individuals who conduct business at the Library. Ms. Poe is still concerned about security and would like additional information. Ms. Merida assured the Board that we monitor businesses that use the Library fraudulently, and people in supervised visits are expected to follow Library rules like everybody else. The Board felt that they would like to see the original letter to determine what the proper response should be. Ms. Merida explained that there are not many public meeting spaces left and our hope is that the children will still see the Library as a good place. Supervised visits take place every day, and if a meeting room is available they will use it, but sometimes there are not any rooms. A discussion followed. Mr. Whaley asked if Ms. Merida would like to meet with a DCS supervisor or have them speak at a staff meeting. She agreed that it may be helpful in learning how we can be supportive for the families. Mr. Whaley will speak to his contact at DCS. Above all the Director and staff want the Library to be a welcoming environment for the children and families.

New Logo:

Ms. Merida explained that she has been working with Allen Howie to develop a new logo for the Library. The goal was a clean and simple logo that could stand on its own. She distributed samples of the potential logos to the Board, who discussed the various color options. Ms. Merida added that we could keep a palette of colors to be used as needed for different occasions.

Mr. Rutherford moved: That the blue logo be approved.

Seconded by: Ms. Poe

Discussion: Mr. Whaley felt that before adopting a logo that only says Floyd County, we should notify county and city leaders. A discussion followed regarding the city and county. Ms. Merida explained that we do not plan to legally change the name, it is only for marketing and branding purposes. Mr. Whaley still felt that courtesy calls would be appropriate. The Board further discussed the name and colors.

Ms. Carr moved to amend the motion: That the primary logo color be blue, but keep available a palette of colors for seasonal or other purposes.

Seconded by: Mr. Whaley

Amendment: approved

Motion: approved

Branch:

Ms. Merida explained that the County Commissioners prefer the word “Oakes” to be in the name of the land to pay tribute to the property donor. We can name the branch whatever we want, but the land around it also needs a name. The Board discussed several options.

Mr. Rutherford moved: That the name be “Galena Oakes.”

Seconded by: Ms. Carr

Yea: Mr. Rutherford, Ms. Carr, Ms. Poe

Nay: Mr. Whaley

Motion: approved

After more discussion, Mr. Whaley moved: That the previous vote be rescinded.

Seconded by: Ms. Carr

Motion to Rescind: approved

After further discussion, Ms. Carr moved: That the Board recommend the name “Galena Oakes Park” for the land around the branch.

Seconded by: Mr. Whaley

Yea: Ms. Poe, Mr. Whaley, Ms. Carr

Abstain: Mr. Rutherford

Motion: approved

Ms. Carr moved: That the Branch name should be “Floyd County Library Galena Digital.”

Seconded by: Mr. Whaley

A discussion followed. Ms. Carr amended the motion to “Galena Digital Library.”

Seconded by: Mr. Whaley

Motion: approved

Unique:

Ms. Merida distributed reports from 2017 and 2016 (copies appended) from Unique Management, the Library’s collections company. They are hard to read and interpret, so it’s difficult to see what we have actually gained. Last year, the Library paid \$4,421 for Unique’s services. Also starting last year, per federal legislation, Library debt can no longer be put toward a person’s credit report. Now that the Library is fine free, the question is if we want to continue with the service. Mr. Whaley pointed out that they claim an ROI of 5 to 1, assuming their numbers are correct. The Board discussed the current process of overdue notices and possible ways to revise the current notices that are sent. One suggestion was to add language notifying the patrons they will be turned over to collections if materials are not returned.

NEW BUSINESS

Continued building improvements:

Mr. Burks explained that as we work to update the Library, there is still a need to continue to retrofit the Library for the needs of the community. To continue to improve safety and sight lines, especially downstairs, he feels we should consider getting outside expertise. Mr. Burks suggested consulting with architects so that the interior of the library can be renovated around that thinking. Mr. Whaley announced that new information has come from the Carnegie Board that he wished to not be on the record. He asked if the Board would agree to an Executive Session.

ADJOURNMENT

Mr. Rutherford moved: That the regular meeting be adjourned and an Executive Session begin.

Seconded by: Ms. Carr

Motion: approved

Reviewed and approved by the Board of Trustees.....April 09, 2018

