

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**JULY 9, 2018**

Presiding Officer: Mr. Steve Burks, President

Board Members present: Mr. Tonye Rutherford, Ms. Pamela Poe, and Ms. Ann Carruthers

Board Members absent: Ms. Amy Niemeier, Mr. Roger Whaley, and Ms. Gabrielle Carr

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Erin McCorkle, Eileen Yanoviak, Misty Fultz, Stefanie Merrifield, Brenda Kennedy-Snyder, Laura Wilkins, Luis Munoz, and Abby Johnson

Guests present:

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of June 12*
- B. Set Board Meeting for August 13*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

Ms. Poe asked to remove *Item A: Board minutes of June 12.*

Mr. Rutherford moved: That the remainder of the consent agenda be approved as read.

Seconded by: Ms. Poe Motion: approved

Ms. Poe asked about the youth workers in the June Personnel Report and pointed out that no names were included. A discussion followed.

Ms. Poe moved: That the minutes be accepted as they are.

There was no second.

Ms. Carruthers moved: That the names be added to the minutes.

Seconded by: Mr. Rutherford Motion: approved

The youth summer workers are Ebony Ralston, Emily Simmons, and Evan Merida.

Mr. Rutherford moved: That the nepotism policy be amended to clarify the chain of command, using wording from the HR department.

Seconded by: Ms. Carruthers

Discussion: Ms. Fortner asked for clarification of what the Board wants to see in a nepotism policy. A discussion followed.

Mr. Rutherford amended his motion: That the issue be tabled.

Seconded by: Ms. Poe Motion: approved

## **PUBLIC INPUT**

None

## **PERSONNEL**

Sandra Fortner reported two resignations as of June 30. Elizabeth Wagner (part-time Customer Service Liaison) and Kim Robbins (full-time Librarian) both left to pursue other opportunities. A new part-time Librarian, Stacy Julson, began work today. Ms. Julson had previously worked with the school system in Louisville. Mr. Rutherford asked if the full-time Librarian position will be filled. The position will eventually be filled, but the candidate must have an MLS.

## **DIRECTOR'S REPORT**

Ms. Merida reported that the Galena Branch has been turned over to the Library. The floor work is done, and we can start moving in by the end of this week. Ms. Poe asked if signage has been installed. Ms. Merida replied that the County is taking care of it and it should be done soon. A sign is already up there for the Summer Reading Program, and an "opening soon" banner is on order. We have been working with ENA, who is working with Spectrum, to get internet lines installed.

About 5,400 readers have signed up for the Summer Reading Program, surpassing the goal of 5,000. About 2,800 Cultural Passes had been picked up as of last week.

The Library staff has been working on their growth plans, which is a new form of evaluations. The staff's idea plans were due last week. Any employee who does not turn one in will receive a write-up letter from Ms. Merida.

Ms. Poe asked about hours of operation at the Branch. The Branch will be open Monday to Thursday from 11:00-7:00, and on Friday and Saturday from 9:00-5:30.

## **FOUNDATION REPORT**

Mr. Whaley was not present.

## **OLD BUSINESS**

Collection Development Policy:

Abby Johnson explained that the old version of the Collection Development Policy was very long and went into unnecessary detail. This new one is more streamlined and simple.

Mr. Rutherford moved:        That the Collection Development Policy be approved.

Seconded by: Ms. Poe

Motion: approved

PLAC Report:

No PLAC cards were sold this quarter. Mr. Burks and Ms. Merida signed the report.

Insurance Review:

Ms. Merida reported that she met with Jerry Roby and found that our insurance went up only about \$1,500 this year. This is partially because of increasing Worker's Comp amounts due to last year's raises. Insurance for the Branch was fairly low, because we will only carry insurance on the contents. The County will insure the building.

Cyber insurance is a new concern. We have a quote for cyber insurance but it is not quite finalized yet. The cost will be about \$995 per year, which is a good price. Cyber insurance would protect the Library from ransomware, or from situations where patrons get hacked while using Library computers. Mr. Roby is to follow up on a final policy.

Another concern is volunteers. The Library has over 100 volunteers, which puts us in a different classification than previously thought. Since volunteers are neither patrons nor employees, they are not covered. The underwriters may decide to have each volunteer sign a waiver. If this is the case, the insurance company will provide a waiver to us. Requiring waivers would change the volunteer process. The good news is that Carnegie Inc. and the Friends are covered, as long as they are serving in those respective roles.

Another issue that came up is the Walking Books program – specifically when Library employees go out to other people’s properties. Ms. Merida is looking at alternative ways to deliver the books, such as mailing them. Mr. Rutherford asked what the effect would be if the program were to end. Ms. Merida replied that the service is needed and serves about 20-30 patrons. A discussion followed about staff safety and possible changes to the program. The Board agreed to table the issue to get some numbers.

New dates for Budget meetings:

Because the state did not set up their budget workshops in time, we will not have DLGF budget numbers to the Board by August 20<sup>th</sup> as originally planned. There would not be enough publicizing days between the workshop and the meeting. Ms. Merida asked the Board when they would like to meet in August instead. The Board agreed on August 13<sup>th</sup>. The new schedule is for the Budget Hearing to be September 10<sup>th</sup> and the Budget Adoption to be October 1<sup>st</sup>.

**NEW BUSINESS**

Ms. Poe presented a flyer about a business that conducts supervised visits at the Library. A discussion followed.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....September 10, 2018

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