

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**DECEMBER 6, 2018**

Presiding Officer: Steve Burks, President

Board Members present: Gabrielle Carr, Ann Carruthers, Pam Poe, Amy Niemeier

Board Members absent: Tonye Rutherford and Roger Whaley

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, Abby Johnson, Laura Wilkins, Eileen Yanoviak, Amanda Harris, Brenda Kennedy-Snyder and Melissa Wiseheart

Guests present: None

Swear-in Ann Carruthers:

Mr. Burks read the oath of office to Ms. Carruthers and she agreed to abide by all the laws relating to her office. She was appointed by the Floyd County Commissioners on January 2, 2018, however her paperwork was filed in the appointing office inadvertently without completion.

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of November 12, 2018*
- B. Set Board Meeting for January 14, 2018*
- C. Approval of Bills and Invoices to be paid*

Ms. Poe asked that the approval of invoices be pulled from Consent Agenda for discussion.

Ms. Carr moved: That the Consent Agenda be approved with the exception of Item C.

Seconded by: Ms. Niemeier

Motion: approved

**PUBLIC INPUT**

There was no Public Input.

**PERSONNEL**

Termination:

Ms. Fortner stated that Douglas Lynch was terminated on December 4, 2018. The position is 20 hours per week at the Carnegie. Saturdays are a big requirement to ensure that two people are in the building at all times. Ms. Merida explained that the reason for termination was an attendance issue. He has been aggressive with some phone messages and it was necessary to file a trespass order. A certified letter was sent by the Director additionally.

## **DIRECTOR'S REPORT**

### Internal Controls policy:

Ms. Merida stated that this policy is a work in progress. Capital Assets will be included in the policy at a later date.

### Library cards for High School Students in Floyd County:

Ms. Merida explained that she and Sandra Fortner met with Louie Jensen about the process of allowing parents to opt-out rather than to opt-in their high school students obtaining library cards. This program will not start until next Fall. Enroll packets will be sent to students and parents allowing this option. The project will begin with Community Montessori.

### Databases from Scholastic for younger children:

Ms. Merida stated that a small grant was approved for a contract with Scholastic for a database geared toward younger children including non-fiction eBooks.

### Online digital library card applications:

Ms. Merida stated that within the next week or so the library will go live with online digital library card applications. All paper library card application forms will be eliminated.

### Auditorium kitchen construction:

It is hoped that construction on the auditorium kitchen will be finished by the end of the month.

### Service desk replacements:

Ms. Merida stated that the two huge desks that were in the teen department have been removed. A new small service desk has been added in the front of the department that can also be used as a safety desk. When it is not staffed with a teen librarian the safety officers have the option to sit there.

### Old furniture replacement:

A lot of the old furniture on the top floor has been replaced with new furniture that has plugs built in for patrons to charge their devices. More furniture will be ordered to replace old furniture. New chairs are in Children's as well.

### Painting Children's and replacing carpet:

Plans are underway to paint the Children's Department and the Applegate Meeting Room. The carpeting in that department will also be replaced for about \$15,000.

### Indiana Room moving plans:

Ms. Merida stated that a large area has been carved out in the stacks to move the Indiana Room upstairs. This has been contemplated for quite a while. The current Indiana Room will become a meeting room. The archival storage will become certified staff office space.

Information Technology will move into the current Indiana Room office space. This move will require a wall to separate the area. The old IT Office will become one big server room.

Front ramp to become handicapped accessible:

Ms. Merida stated that in the near future the front ramp needs to be updated to become handicapped accessible. Afterwards the back entrance will be closed to the public in order to prevent people from crossing the street towards the back of the building. It will be closed for safety reasons.

Changes to Lower Circulation and Technical Services:

Ms. Merida stated that the last thing on the list for upgrades is the Lower Circulation Desk and the Technical Services Department. Ideas are being discussed but nothing firm on this issue at this time.

## **FOUNDATION REPORT**

Discussion of Fundraising:

Mr. Whaley was not present to give the report. Ms. Merida stated that she is aware of the Foundation Board wanting to do some fundraising for the Library's 50<sup>th</sup> year anniversary in the current building. A gala was being discussed but some board members are interested and some aren't. The board directed that committees be formed amongst the Foundation Board and those wishing to plan events may do so and those that aren't interested can opt out.

## **OLD BUSINESS**

Sign Bylaws:

Ms. Merida stated that the Board Bylaws were approved last month but there needed to be some corrections. The board signed the new bylaws. Upon serving four terms a board member can return to the board, but only after being off the board for four years. A copy of the Board Bylaws will be given to each board member.

Treasurer's Oath of Office:

Mr. Burks read the oath of office for the Board Treasurer to Gabrielle Carr. She agreed to abide by the laws.

Item C: Approval of Bills and Invoices to be paid:

Ms. Poe had questions regarding some of the invoices at the Carnegie Center. A security system was installed for \$20,000. Ms. Merida explained why their security camera system was upgraded. This new system integrates all three facilities onto the same system. Other purchases were explained.

Ms. Carr moved: That the Register of Invoices be approved.

Seconded by: Ms. Carruthers

Motion: approved

## **NEW BUSINESS**

Holiday List for 2019:

Ms. Merida stated that the 2019 Holiday List is in the board packets. No changes were made to the list for next year. (copy appended)

Ms. Carr moved: That the 2019 Holiday closing list be approved as presented.

Seconded by: Ms. Carruthers

Motion: approved

Set year-end meeting date:

The end of the year meeting to approve final financials was scheduled for December 28 at 11 a.m.

Salary Chart:

Ms. Merida stated that an increase of 1.5% across the board is recommended for 2019 with the exception of recently hired staff. A discussion followed. Building Services was increased additionally because they were way below market. Ms. Merida recommended that a future a salary cap potentially needs to be established. Some salaries of staff that are not certified are really high due to longevity. It is suggested that once these staff hit the cap a bonus will be given instead of a raise.

Ms. Carr moved: That the 2019 salary chart be approved as presented.

Seconded by: Ms. Carruthers Motion: approved

Director Search:

Ms. Merida stated that the job description for the Library Director has been updated. Ms. Poe stated that she feels Ms. Merida has done an incredible job during her time at the library. The board agreed by consensus.

Ms. Carr moved: That the revised job description for the Library Director be approved.

Seconded by: Ms. Carruthers Motion: approved

Interim Director Appointment:

Ms. Carr moved: That Sandra Fortner be appointed Interim Director until a new Director is found.

Seconded by: Ms. Carruthers Motion: approved

Mr. Burks stated that he would like to move swiftly in hiring a new Library Director this time and without delays if at all possible. It was decided to hold a closed session immediately after the board meeting today to discuss a salary adjustment.

Internal Controls Update:

Ms. Merida explained the Internal Controls Policy updates and stated that it primarily focuses on the Digital Branch. Capital Assets will need to be included in the policy at a later date. More discussion followed. The Gateway Report will show that the Internal Controls Policy was reviewed and updated at this board meeting.

Ms. Carr moved: That the updated Internal Controls Policy be approved.

Seconded by: Ms. Carruthers Motion: approved

Indiana Room Policy:

Melissa Wiseheart explained the new Indiana Room Policy and their collection. She also suggested that the name of the Indiana Room be changed to Floyd County History Room. The request is due to Indiana history not being provided. The Indiana Room policy was presented for approval. (copy appended)

Ms. Carr moved: That the Indiana Room Policy be approved as presented

Seconded by: Ms. Poe Motion: approved

It was suggested to change the name to the Stuart Barth Wrege Floyd County History Room. This item was tabled until next month. There was some concern about the name change, so therefore Melissa Wiseheart was directed to further investigate the name change and report back at the January meeting.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by Board of Trustees.....January 14, 2019

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