

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
APRIL 08, 2019

Presiding Officer: Mr. Roger Whaley, President

Board Members present: Ms. Gabrielle Carr, Ms. Ann Carruthers, Amy Niemeier, Ms. Pamela Poe, and Mr. Tonye Rutherford

Board Members absent: Steve Burks

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, Eileen Yanoviak, Amanda Harris, and Abby Johnson,

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of March 11, 2019 meeting*
- B. Set Board Meeting for May 13, 2019*
- C. Approval of Bills and Invoices to be paid*

Ms. Carr moved: That the consent agenda be approved as read.

Seconded by: Ms. Carruthers Motion: approved

PUBLIC INPUT

None

PERSONNEL

New hires:

Jamie Beaven was hired for the Children's Librarian position on April 15, 2019. She has previous library experience and worked for Louisville Public Library for three years.

Insurance renewals:

Ms. Merida stated that at the end of May the library will begin looking at health insurance plans for the July renewal.

DIRECTOR'S REPORT

Summer Reading Club:

Ms. Merida reported that preparations are being made for the Summer Reading Club including some of the prizes to be awarded for completing the program.

New carpet for Children's Department:

Ms. Merida reported that the Children's Department will be getting new carpet. Facilities will be installing it and hope to have it completed before the Summer Reading Club begins.

Bench in memory of Suellen Wilkinson:

Ms. Merida stated that the bench that was purchased in memory of Suellen Wilkinson has been received. She is waiting on the final word regarding the sidewalk next to the flower beds belonging to the library or the City before installing.

FOUNDATION REPORT

Mr. Whaley stated that the Library Foundation Board has a meeting on April 22. A report will follow after that meeting.

OLD BUSINESS

Board Training:

Ms. Merida reported that there will be a Library Board Members webinar through ILF on Wednesday, May 1. It will be recorded for those board members that would like to participate at a later date. A discussion followed concerning library legislation.

Volunteer Policy update:

Ms. Merida reported that currently the volunteers are not working due to insurance issues. The policy concerning volunteers is being updated and an application is being rewritten. A waiver form was created and sent to Library Attorney, Jason Lopp, to review. The insurance company later responded saying that the volunteers are insured at this time and do not need to sign the waiver. A discussion followed concerning the amount of insurance needed to cover the volunteers and possibly requiring background checks. They will be brought back on after all issues have been resolved.

NEW BUSINESS

Resolutions for Staff Wellness Initiative Program:

The Affordable Care Act allowed a MLR rebate from premiums paid on library staff health insurance. The rebate funds have to be used on a wellness initiative program for the staff. Each staff member that wishes to participate will be given \$125 towards the purchase of wellness items or a fitness program. A committee was formed to determine how all requirements would be met. After speaking with State Board of Accounts Ms. Merida created a resolution that spoke to where the funds came from, what they are for, and that they are a gift fund. Mr. Whaley read the resolution. (copy appended)

Mr. Rutherford moved: That the resolution be approved as presented.

Seconded by: Ms. Neimeier

Motion: approved

Resolution for Payment of Utilities and Other Listed Items:

Ms. Merida stated that she added to the current resolution of *Payment of Utilities and Other Listed Items* to allow staff to be reimbursed without having to wait for the following board meeting.

Mr. Rutherford moved: That the existing resolution for Payment of Utilities and Other Listed Items be amended to include the Wellness Initiative Program and reimbursements to staff.

Seconded by: Ms. Carr

Motion: approved

Indiana Room Policy Revision:

Ms. Merida presented a draft of the old Indiana Room Policy. The board was asked to take it home and review for possible revisions and/or corrections. It will be brought back at a later date.

Lost Book Refunds Policy:

Ms. Merida reported that currently the Lost Book Refunds policy allows patrons to returned lost materials for a refund up to a year. Other library's policies were reviewed. The Charlestown Library does not charge overdue fines either and their policy simply states that materials lost and paid for become the property of the cardholder. No refunds are issued unless the error is on the part of the library. Ms. Merida proposed that we follow the same policy of the Charlestown Library.

Ms. Carr moved: That the proposed policy be approved as stated.

Seconded by: Ms. Neimier

Motion: approved

Mr. Whaley suggested that a binder be created with all updated policies. Ms. Merida agreed to a new simplified book of policies to be created in the near future.

Resolution for Carnegie Inc. Education Position to Become Library Employee:

Ms. Merida reported that the resolution being presented is to allow the Carnegie Inc. Education Position to become a library employee.

Eileen Yanoviak reported that she and Museum Educator, Julie Leidner will be visiting third graders in the local schools with their in-school program. They are scheduled to see 9 schools totaling over 800 students in May alone. Ms. Merida explained that the proposal is to move Julie Leidner from a Carnegie Inc. employee to a library employee beginning May 1. (copy appended)

Mr. Rutherford moved: That the resolution be approved as read.

Seconded by: Ms. Carruthers

Motion: approved

A grant from the Rotary Club of New Albany was received by the Carnegie Center to help with this venture.

Job description for Insta-Library:

Ms. Merida presented the job description for the Insta-Library Internship. She stated that it will be posted at IUS and on the library website. College-aged students are being sought for this position.

Summer Reading Blast-Off June 1, 2019:

Ms. Merida reported that June 1, is the Summer Reading Program blast-off. All board members are invited to attend.

Quarterly PLAC Report:

The Board President and Library Director signed the quarterly report. No cards were sold this quarter.

ADJOURNMENT

As there was no further business the meeting was adjourned.