

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
AUGUST 12, 2019

Presiding Officer: Mr. Roger Whaley, President

Board Members present: Amy Niemeier, Pamela Poe, and Tonye Rutherford

Board Members absent: Steve Burks, Ann Carruthers, and Gabrielle Carr

Board Attorney: Mr. Jason Lopp was not present.

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

Guests present: None

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of July 08, 2019 meeting*
- B. Set Board Meeting for September 09, 2019*
- C. Approval of Bills and Invoices to be paid*

Ms. Merida stated that the board meeting date will need to be discussed before approving item B.

Mr. Rutherford moved: That items A & C of the consent agenda be approved.

Seconded by: Ms. Niemeier Motion: approved

Board meeting changes:

The board discussed possibly changing the board meeting dates to accommodate Ms. Niemeier and her school board meetings. No action was taken at this time. Ms. Merida stated that the September 9th meeting will need to change due to the budget hearing. The September and October meetings will be scheduled by email to assure a quorum for budget proceedings.

Mr. Rutherford moved: That September 16th be tentatively set as the next board meeting.

Seconded by: Ms. Poe Motion: approved

PUBLIC INPUT

None

PERSONNEL

None

DIRECTOR'S REPORT

Library Updates:

Abby Johnson reported on money spent on Hoopla and Overdrive in the past year. They are both platforms that circulate digital items. She stated that fact sheets were in the board packets for comparison. Abby explained how both programs work. A discussion followed.

Summer Reading Club stats:

Ms. Merida reported that there were over 5000 participants in the Summer Reading Club this year. That is a little less than last year but there were more readings logged this year. She reported on other statistics.

On July 20th the library held The Portable Planetarium of the 50th Moon Landing Anniversary. There were 1089 visits to the library on that day. Also there was a brown-out on this end of town and there was no cooling in the building. There was about 12,000 – 13,000 dollars' worth of damage to our HVAC system. More discussion followed. There were no complaints from the patrons. The board asked if the damaged should be filed with insurance. Ms. Merida stated that she will check into it.

Indiana Room update:

Ms. Merida reported that the Reference Stacks Collection has been shifted to make room for the Indiana Room space. She passed out a copy of the design of the room once completed.

Video of library changes:

Ms. Merida stated that she was asked to do a video with the Mayor explaining changes in the library. The video will be on the City Social Media and their website. It was very positive and upbeat. Ms. Poe asked if there will be a ribbon cutting after completion of remodeling. Ms. Merida stated that she does plan to have a ceremony after all changes have been made.

National Recovery Month:

Laura Wilkins reported on an exhibition of artwork by women for National Recovery Month in September. The opening reception is on September 5th at 6 pm here at the library.

Insta-Library numbers:

Ms. Merida stated that surveys had some nice compliments from caregivers of places visited. A total of 1,320 kids were seen over the weeks of the program. About 922 bags of books were checked out, resulting in 5,532 books circulated through Insta-Library.

New library van:

The new van was purchased on August 8th. It is a white 2018 Dodge Caravan.

Board Trustees training:

Mr. Whaley and Ms. Merida will be attending the training at the State Library on Friday, August 16th.

FOUNDATION REPORT

Mr. Whaley stated that there are reports from the Foundation in the packets. He explained the income on the investments. The next meeting is scheduled for October 22nd. There was a discussion regarding a \$40 fee to prepare the report. Ms. Merida said she will check into the fee but believes it is their charge to maintain the account and do the investing. More discussion followed.

OLD BUSINESS

Acceptable Use Policy:

Ms. Merida stated that the Acceptable Use Policy has to be reviewed every year by the Library Board. It is required for the E-rate funding and must be adopted annually. The Acceptable Use Policy keeps us in compliance with the rules of the program. (copy appended)

Ms. Niemeier moved: That the Acceptable Use Policy be approved as presented.

Seconded by: Mr. Rutherford

Motion: approved

Permission slips for drop off programs:

This item was tabled until next month.

NEW BUSINESS

Resolution for E-rate Agreement:

Ms. Merida passed around the e-rate agreement that needs to be signed by the board to continue our participation. Mr. Whaley explained the program. Ms. Merida stated that the library saves about \$16,000 annually on the Internet cost by participating in this program. Mr. Whaley read the resolution. (copy appended)

Mr. Rutherford moved: That the E-rate agreement be approved as read.

Seconded by: Ms. Niemeier

Motion: approved

Harvest Homecoming and In-service schedule:

Ms. Merida stated that the library will again have a booth at the Harvest Homecoming. There will also be some programming on the stage this year. The library will sponsor two programs. Ms. Merida asked that there be no in-service closing on Monday, October 14th and close on Saturday of HH instead. Staff will be required to work at the booth.

Mr. Rutherford moved: That the library open on Monday, October 14th and close on Saturday, October 12th for participation in the Harvest Homecoming library booth.

Seconded by: Ms. Niemeier

Motion: approved

Parking lot rental for Harvest Homecoming:

Mr. Whaley asked Ms. Merida if she would be interested in renting the library's lot on the Saturday of Harvest Homecoming. He suggested that a Boy Scout troop or some other local organization handle the rental and use as a fundraiser. A discussion followed concerning liability. Mr. Whaley asked Ms. Merida to research this matter further and put on the September agenda for continued discussion.

After-hours teen events:

Ms. Merida stated that Stephen Wiseheart asked that after-hours teen events be reinstated since we now have Safety Officers. These events were very popular with teenagers.

Mr. Rutherford moved: That the after-hours teen events be reinstated on a six-month trial basis.

Seconded by: Ms. Niemeier

Motion: approved

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....September 9, 2019

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