

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**OCTOBER 1, 2019**

Presiding Officer: Mr. Tonye Rutherford, Acting President

Board Members present: Gabrielle Carr, Pamela Poe, Ann Carruthers, and Steve Burks

Board Members absent: Amy Niemeier and Roger Whaley

Board Attorney: Mr. Jason Lopp was not present

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, and Brenda Kennedy-Snyder

Guests present: None

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of September 9, 2019 meeting*
- B. Set Board Meeting for November 11, 2019*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

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

Seconded by: Ms. Carr Motion: approved

**PUBLIC INPUT**

None

**PERSONNEL**

Resignations:

Sandra Fortner reported that Janet Gifford, Children's Librarian resigned effective Oct. 18. She will be returning to the Louisville Free Public Library. Donna Seewer resign from her part-time position effective Oct. 12, 2019. She has accepted a part-time position with Harrison County Public Library.

Retirement:

Carolyn Gerton will be retiring effective November 29, 2019 after 39 years of service. This will be her last official board meeting.

**DIRECTOR'S REPORT**

Library Updates:

Ms. Merida reported that the door counts for Galena and Carnegie Center were updated to better track the traffic in each building. Last year's number was 215,000 and we need 46,000 to match that number with three months to go. It is expected to surpass last year's numbers.

Renita Harris from IUS is doing some statistical data analysis for the library. She has nine teams of students that will be looking at this data. Some of the different sets of data include door count, wireless and computer usage, patron card holders, etc. A discussion followed.

Digital cards:

Abby Johnson has completed all the digital cards and is preparing them for delivery to the schools.

Hoopla:

Ms. Merida met with a representative of Hoopla and was informed that Hoopla will have some slight changes. Eventually our Overdrive collection will be moved to Hoopla.

Staff Appreciation Week:

Ms. Merida stated that last week was staff appreciation week. The week included an onsite picnic and celebration of the Summer Reading Program among other things.

Harvest Homecoming events:

Events scheduled for Harvest Homecoming include a pop-up tent for the opening ceremony, a booth at the HH, an Animal Tales program, Friday afternoon concert, and a Harry Potter Hogwarts day at the library. There are also programs planned at the Branch. *I Am Public Art* is schedule from 12 noon until 3 pm on October 5. The library will not be in the parade.

Community Read "I Know Why the Caged Bird Sings":

Ms. Merida reported that the book discussion and brunch will feature the book *I Know Why the Caged Bird Sings*. This book details the life of Maya Angelou. The program will be held at the Carnegie Center on November 5. A film will also be shown in conjunction with this event.

## **FOUNDATION REPORT**

Mr. Whaley was not present to report. Currently the Foundation Board is only meeting quarterly.

## **OLD BUSINESS**

2020 Budget Adoption:

Ms. Merida passed out a packet with the 2020 budget. There were no changes to the previous paperwork that was presented. The Resolution for Appropriations and Tax Rates for the 2020 Budget General Fund is being adopted at \$4,047,575. The adopted Tax Levy is \$2,349,653 and the adopted tax rate is 0.0832. (copy appended)

Mr. Burks moved: That the 2020 Library Budget be officially adopted as presented.

Seconded by: Ms. Carr

Motion: approved

Ms. Carruthers stated that she wasn't sure how the library's budget worked. She asked if there was anything in particular that she should look at to get a better understanding of the budget. Ms. Merida explained some of the categories. More discussion followed.

Resolution for Safety Employees uniforms (19-SP-003):

The resolution is for the Safety Officers' uniforms. This resolution is necessary to require that the uniforms be worn at all times. (copy appended)

Ms. Carr moved: That the resolution be approved as read.

Seconded by: Mr. Burks

Motion: approved

Resolution for Staff uniforms (19-SP-004):

The staff uniforms resolution was read requiring staff to wear uniform shirts on specific days. (copy appended)

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

Seconded by: Ms. Poe

Motion: approved

Dress code policy:

Ms. Merida stated that the dress code policy was updated to include the new uniform resolutions. The Staff Policy section #7007 addresses the new uniform updates.

Mr. Burks moved: That the update to the Staff Policy Manual regarding uniforms be approved as presented.

Seconded by: Ms. Carr

Motion: approved

Eileen Yanoviak author contract:

Ms. Merida stated that since Mr. Lopp was not present this item should be tabled. The board agreed by consensus.

Flat rate policy:

Ms. Merida reported that the policy for a flat rate fee for lost and damaged books all being the same rate was approved at a previous meeting. It was recently determined that TLC cannot accommodate this policy and every entry would have to be made manually. At this time Ms. Merida is asking that the change in policy approved several months ago be retracted. The charge will continue to remain the actual purchase price of the book until further notice.

Ms. Carr moved: That the Flat Rate Policy previously approved be rescinded as discussed.

Seconded by: Mr. Burks

Motion: approved

**NEW BUSINESS**

PLAC (Public Library Access Card) Quarterly Report:

The quarterly PLAC report was signed by the Board President and Library Director. There were no cards sold this quarter.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by Board of Trustees.....November 11, 2019

  
  
  


  
  
