

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
MARCH 9, 2020

Presiding Officer: Pamela Poe, Vice President

Board Members present: Roger Whaley, Ann Carruthers, and Steve Burks

Board Members absent: Tonye Rutherford, Gabrielle Carr, and Amy Niemeier

Board Attorney: Jason Lopp was not present

Staff Members present: Melissa Merida, Sandra Fortner, Erin McCorkle, Eileen Yanoviak, Amanda Harris, Teresa Moulton, John Carney, Luis Munoz, and Brenda Kennedy-Snyder

Guests present: None

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes for February 10 meeting*
- B. Approval of Bills and Invoices to be paid*

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

Seconded by: Mr. Whaley Motion: approved

PUBLIC INPUT

None

PERSONNEL

Sandra Fortner reported three resignations. Anthony Branch Jr. and Janise LaRue were part-time safety officers. John Froman was a part-time building services team member.

DIRECTOR'S REPORT

Ms. Merida reported that annual reports are done. Last year over 200,000 people came through our buildings.

The Library has been selected as a southern Indiana test site for a beacon system from American Printing House for the Blind. The system guides visually impaired people through the building using an app. APH wrote the grant on our behalf, and it was approved.

Joanne Hale, a former Library Board member, passed away last month.

FOUNDATION REPORT

Mr. Whaley discussed the Foundation's annual report with the Board.

OLD BUSINESS

Carnegie contract work:

As discussed at the last meeting, Carnegie has suspended school programs in Louisville. Students are still welcome to come and visit the Carnegie. Discussion followed about programming for other organizations, drawing Louisville visitors across the river, and grants. Extensive discussion followed about Carnegie Inc. and that organization's funding.

Ms. Carruthers moved: That this issue be tabled.

Seconded by: Mr. Burks

Motion: approved

Representatives to Friends and Carnegie:

As discussed at the last meeting, Ms. Merida contacted Sylvia Watson from Indiana State Library regarding Google docs and Board subcommittees. We can put documents on Google for Board members to look at as read-only. Board committee meetings must still follow Open Door rules. Ms. Watson recommended a memorandum of understanding with all supporting groups to define what we require of them in order to be associated with the Library. It will be the responsibility of the groups to change their bylaws.

RFID request to purchase tags:

It will take some time to go through the process to use Rainy Day money for the RFID project. Ms. Merida recommended buying RFID tags out of money already in this year's budget to get started.

Mr. Burks moved: That the request to buy RFID tags from existing money be approved.

Seconded by: Mr. Whaley

Motion: approved

NEW BUSINESS

Capital Assets resolution:

The Resolution to Establish a Capital Assets Threshold has some updates and replaces the previous version from last year. (copy appended)

Mr. Whaley moved: That resolution 20-FIN-002 be approved.

Seconded by: Mr. Burks

Motion: approved

Revise Purchasing Policy procedures:

Ms. Merida is working on a revised policy. In the meantime, there has been recent difficulty in fulfilling the requirement of both the Treasurer and the President physically signing docket checks over \$5,000.

Mr. Burks moved: That only one signature is required for docket checks over \$5,000.

Seconded by: Mr. Whaley

Motion: approved

Chiller Replacement RFP:

To speed up the process with the engineer, the Board will hold a special meeting to open the chiller replacement bids on March 30 at 5:30pm.

Set Board meeting for April 6:

The Board agreed to meet on April 6 at 5:30pm.

Employee benefits (Insurance):

The Library's current insurance broker is Insuramax. An RFP has been sent out to seek a new provider. Sandra Fortner explained the situation and discussed several potential vendors.

Board chairs:

In order to make space in the Auditorium closet, the Board agreed that it was acceptable to replace their meeting chairs.

Contagious and infectious disease policy and procedures:

Ms. Merida explained that this is a new policy. Discussion followed. (copy appended)

Ms. Carruthers moved: That Policy POL-20-S-005 be approved.

Seconded by: Mr. Whaley

Motion: approved

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by Board of Trustees.....April 6, 2020






