

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
FEBRUARY 22, 2016

Presiding Officer: Mr. Tonye Rutherford, President

Board Members present: Ms. Gabrielle Carr, Ms. Pamela Poe, Mr. Jerry Payton, Mr. Steve Burks, and Mr. Roger Whaley

Board Members absent: Ms. Sandra French

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Carolyn Gerton, Erin McCorkle, Sandra Fortner, Cyndi Kepley, Laura Wilkins, Kaitlyn Markert, Paulette Gibbs, Sally Newkirk, Marilyn Powell, Abby Johnson, Luis Munoz, Jeremiah Dixon

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of January 25, 2016*
- B. Set Board Meeting for March 28, 2016*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for February*

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

Seconded by: Ms. Poe Motion: approved

PUBLIC INPUT

None

PERSONNEL

Sandra Fortner reported that two part-time vacancies have been filled in Circulation with Jenna Hammond and Clarissa Grim.

Reference librarian, Ruth Koerner began working part-time hours on February 19th. Because the hours for this position are critical to the department, the remaining hours were combined with one of the Pages' hours. Those hours were given to Meghan Hopper, who is currently working on her MLS. This arrangement is covered by the budget and there are also cost savings, because the new position is not at the same salary level as the previous one.

Mr. Burks thanked Sandra Fortner for her service as Interim Director. He asked if salary adjustments have been made to reflect that she is no longer the interim director. Sandra reported that those changes took place when Ms. Merida became the director on February 1st. Sandra's salary is back to the amount it was before taking on the additional responsibility. Ms. Merida stated that the budget does not match her salary set by the Board for 2016, however due to not starting to work until February 1, it will cover this year.

OLD BUSINESS

Resolution for Interfund Loan:

Ms. Merida asked for clarification on the new phrase regarding the need for prior Board notification to making an Interfund loan. Ms. Carr explained that the resolution requires a notification, not approval. Mr. Burks stated that an email notice would be sufficient.

Ms. Carr moved: That the Resolution for Interfund Loan be approved.

Seconded by: Mr. Burks

Motion: approved

Resolution for Payment of Utilities, Rentals, Postage, Building Insurance, and for the Monthly Payroll plus other Listed Items:

Ms. Merida reported that the State Board of Accounts Auditors (who are currently reviewing the books) have said that the Board can choose to sign this resolution to continue indefinitely eliminating the need to reapprove the resolution every year. The only time it would need to come back to the board would be for changes made to the resolution.

Ms. Carr moved: That the resolution be accepted in perpetuity.

Seconded by: Ms. Burks

Motion: approved

Meet and Greet for new Director:

Laura Wilkins stated that there have been brief discussions regarding dates and times for the meet & greet. Nothing definite has been set. Ms. Merida felt the board should be a part of the discussion. Mr. Burks stated that he feels it should be on a Sunday to allow for more of the public to attend. A discussion followed regarding the availability of board members. The Board agreed by consensus to set the Meet and Greet for Sunday, March 6, from 1:00 until 3:00 pm.

State Board of Accounts Audit:

Ms. Merida reported that the audit of the Library's financials has begun. The entrance conference document was included in the Board Treasurer's packet. In lieu of an entrance conference the auditors have been giving some feedback along the way. Nancy Reynolds, retired Business Office Manager, was brought back as a consultant to help find documents and print reports from the old accounting software that were needed. She is being paid on contract. The audit will cover 2011 through 2015 and is expected to take 5 to 6 weeks to complete. Ms. Merida stated that one issue from the audit is that we have not been able to locate the Asset Report. That database was on a server that crashed some time ago. The Asset Report is a required part of Gateway, but it is not reviewed or audited. A discussion followed. Mr. Whaley offered to call former computer consultant David Neel to see if he has any backup records. Mr. Burks stated that he attended a conference last week on Internal Controls according to state statute. He feels this issue would fall into this process. A discussion followed about backups.

NEW BUSINESS

County Council Board Appointment:

Roger Whaley has been appointed to the library board by the County Council. He was sworn in at that time. Mr. Whaley stated that he is excited about serving on the Library Board once again.

Appointment of a Board Representative to the Library Foundation Board:

Mr. Rutherford asked for a volunteer to serve on the Library Foundation Board. Mr. Whaley stated that Dale Gettelfinger and Paula Parker are the only existing foundation board members. Ms. Merida would like them to meet as early as possible in order to get the Library's distributions back on track. The foundation is a 501c3 that appoints its own members. The

Library Board appoints a representative from our board. The Library Director is an ex-officio member. A discussion followed. Mr. Whaley stated that he is willing to serve on the Foundation Board.

Ms. Poe moved: That Mr. Whaley be appointed to the Library Foundation board.

Seconded by: Mr. Burks

Motion: approved

There was more discussion about the Foundation not giving the Library the annual distribution. Also discussed was the filing of the IRS forms.

Facilities and HVAC Sub Committee:

Ms. Merida stated that she would like a few board members to come and review facilities needs with her and Jeremiah Dixon. A serious discussion needs to take place about building priorities and big ticket items. Some of the items were contracted prior to Ms. Merida working at the library. Her goal is to stop borrowing money from the future and get back on track of spending the current funds available. This may take a while and the Library will probably not make it to the June payout this year without having to borrow. The staff is cooperating with Ms. Merida about not spending beyond our income each month. Mr. Rutherford, Mr. Burks, and Mr. Whaley volunteered to be on the committee.

Uniform Internal Control Standards:

Mr. Burks reported that he took a workshop on the Internal Controls Standards and explained some of the concepts to the Board. Policies must be adopted by June 30, and they deal primarily with money. A discussion followed. Ms. Merida is already aware of the new standards and plans to come up with the written policy to present to the overseeing body. The Board Treasurer will need to sign off on the training. Mr. Burks explained the standards in detail. Some of the requirements have already been implemented at the Library. There is no cost for the training and it is completed online.

Request to spend Griffin Pleiss funds:

Sally Newkirk explained that work on the gallery that housed the Yenawine exhibit was necessary to get it ready to house the Morrison Collection. The cost for upgrades was \$4,900.

Ms. Carr moved: That \$4,900 be moved from the Griffin Pleiss Trust Fund to pay for the work on the gallery.

Seconded by: Mr. Burks

Motion: approved

Request for James Russell Art Endowment funds:

Ms. Merida requested to use money from the James Russell Art Endowment to pay for maintenance of the motors, lights, wires, and other needs of the Yenawine Exhibit. Currently there is about \$140 owed for repairs. This will be a constant cost to keep the exhibit operational.

Ms. Carr moved: That money from the James Russell funds be used to maintain the Yenawine exhibit.

Seconded by: Mr. Whaley

Motion: approved

Request to move funds into LIRF:

Ms. Merida explained that the LIRF account has dropped about \$500 below the required balance of \$5,000 and is now accumulating bank fees of \$20 a month. She would like to move enough money to the account to get it over the threshold.

Ms. Carr moved: That money be moved into the LIRF account to avoid the fees.

Seconded by: Mr. Payton

Motion: approved

Mr. Burks asked if the library had an interest bearing checking account. Carolyn said yes we do at MainSource Bank and PNC Bank. He explained that First Savings Bank is the only one in the area that is offering a government entity checking account with no fees, but does pay interest.

PLAC Card Quarterly report:

There was one PLAC card sold for the last quarter. A discussion followed about PLAC cards. The board president signed the report. Ms. Merida explained how the Public Library Access Card works. There was also discussion about a pilot program for a statewide circulation system. Cyndi Kepley stated that she had signed up for the program, but then found out it was costing about \$3000. She has not discussed this process with Ms. Merida at this time, but plans to do so in the near future. This year is the pilot program and Cyndi Kepley would like to participate if possible. Ms. Carr explained how the circulation would work. A further update will be provided at the next Board meeting.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....March 28, 2016

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