

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**JANUARY 25, 2016**

Presiding Officer: Mr. Tonye Rutherford, President

Board Members present: Ms. Sandra French, Ms. Gabrielle Carr, Ms. Suellen Wilkinson, Ms. Pamela Poe, Mr. Jerry Payton, and Mr. Steve Burks

Board Members absent: None

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Sandra Fortner, Carolyn Gerton, Erin McCorkle, Paulette Gibbs, Cyndi Kepley, Jeremiah Dixon, Kaitlyn Markert, Laura Wilkins, Luis Munoz, and Marilyn Powell

Guests present:

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of December 21, 2015*
- B. Set Board Meeting for February 22*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for January*

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

Seconded by: Ms. Carr Motion: approved

Ms. French stated that she will be out of town next month and will not be able to attend the February 22, board meeting.

**PUBLIC INPUT**

None

**PERSONNEL**

Ms. Fortner asked the Board to consider moving the April meeting from the 25<sup>th</sup> to the 18<sup>th</sup>. The library is an early voting site and once the voting machines are in the Auditorium, the room is unavailable to use. The board agreed with the date change.

Ms. Wilkinson moved: That the April board meeting be moved to the 18<sup>th</sup> to accommodate early voting.

Seconded by: Ms. Poe Motion: approved

Staff directory:

Ms. Fortner passed out a staff directory to the Board. The directory was put together by the Marketing Department to give to new director, Melissa Merida. It includes photos of the staff. The Board was pleased at the quality of the work.

Meet and greet:

Ms. Fortner suggested a public meet-and-greet for Ms. Merida. The public would be invited. A reception could be held in the auditorium with minimal cost to include purchase of punch and cookies. Laura Wilkins stated that she could include the announcement in with the press release announcing the arrival of the new director. Also info could be put on library website and social media. There would be little to no advertising cost. Ms. Merida would need to suggest suitable dates. The Board agreed by consensus to allow Marketing to handle the advertising of the event.

## **OLD BUSINESS**

Indiana Room Policy:

Ms. Fortner stated that she sent the policy to library attorney, Jason Lopp to review. He made one suggestion that was incorporated into the policy. Ms. Carr pointed out one typo. The misspelled word will be corrected. (copy appended)

Ms. Carr moved: That the Indiana Room policy be approved.

Seconded by: Ms. French

Motion: approved

## **NEW BUSINESS**

Resolution For Payment of Utilities, Rentals, Postage, Building Insurance, and For The Monthly Payroll Plus other Listed Items:

Ms. French suggested a wording change to the resolution. It was discussed and Ms. Wilkinson suggested removing the wording about credit cards "*such as Target and Office Depot*" be removed. The board asked that the resolution be reworded and brought back to next month's meeting.

Ms. Wilkinson moved: That all subsequent lines about credit cards after the wording of *any and all credit cards* be removed from the resolution.

Seconded by: Mr. Payton

Motion: approved

Resolution For Interfund Loan:

Mr. Burks stated that the resolution needs to read that Board will be notified prior to the borrowing of these funds. He asked that the resolution be revised and brought back to next month's meeting.

Library closing due to inclement weather:

Ms. Wilkinson stated that she was impressed that the Mayor of Louisville opted to keep the libraries open during the recent snowstorm for the convenience of patrons and children during school closings. She asked if there was some way we could keep our library open during inclement weather. Ms. Carr pointed out that there was a travel advisory in the county and the county government offices were closed. They were asking that the only cars on the road should be for emergencies. Mr. Rutherford stated that he understood that if there is not enough staff that can make it in to work it would be hard to remain open and fully staff the library. Ms. Fortner stated that the Louisville Free Public Library never closes due to more resources for snow removal.

Yenawine reception:

Paulette Gibbs invited the board to reception for the Yenawine exhibit on January 28<sup>th</sup>.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....February 22, 2016

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