

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
NOVEMBER 23, 2015

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, Marilyn Powell, Sally Newkirk, Kaitlyn Markert, Laura Wilkins, and Jeremiah Dixon

Guests present: None

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of October 26*
- B. Set Board Meeting for December 21*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for November*
- E. Items to be declared surplus*

Ms. Poe stated that she would like to remove Item C from the consent agenda for discussion. Mr. Payton stated he would like to remove Item D from the consent agenda for discussion.

Ms. Wilkinson moved: That the consent agenda be approved with the exception of items C & D.

Seconded by: Ms. Carr Motion: approved

Item C: Approval of Bills and Invoices to be paid.

Ms. Poe asked about bills being paid for air conditioning in the bookmobile garage. She spoke with Carolyn Gerton earlier about these invoices. It was explained that the APV register was incorrect by listing the bill as being paid twice. One air-conditioner was purchased for the bookmobile garage and the other was for the new Computer Lab. A discussion followed concerning the two invoices. Jeremiah Dixon explained the work done for both air-conditioner units. Ms. Poe asked that it be corrected on the APV Register. It was explained that once the docket is printed it cannot be changed. The correction was made by handwriting it on the docket. Ms. Poe asked about long term care insurance and if the library pays for the plan. Ms. Fortner explained that the library pays a portion of the standard plan. Ms. Poe asked about the software support one year maintenance renewals. Ms. Fortner explained that there are four parts to the renewal plans. She stated that the docket does not allow for much space under the description column although more information is typed on the purchase order.

Ms. Carr moved: That the Bills and Invoices be approved.

Seconded by: Ms. Wilkinson

discussion: Mr. Burks asked about a \$312 purchase of business cards for two staff members. Ms. Fortner explained why new business cards were needed. Mr. Burks stated that he feels \$312 was too expensive. Ms. Poe stated that she agreed with Mr. Burks about spending this much money on business cards. More discussion followed.

Motion: approved

Ms. Wilkinson stated that a few months ago it was suggested that questions concerning the APV Register should be asked prior to the meeting. Ms. Poe stated that she had asked her questions before the meeting to get a better understanding. The president asked why the need to go over the same questions in meeting if board members gets an answer to their questions. Ms. Poe stated that in some cases they needed to be corrected in the open meeting.

Item D: Director's Written Report for November.

Mr. Payton asked about the vacation policy allowing the advancement of vacation time after the probation period is completed by new staff members. Ms. Fortner explained how that began and how it has now become problematic. Keeping track of all leave balances and making sure they are correct is a difficult task. She stated that it is standard at most places that vacation leave is not received until after completion of one year of employment. The policy of advancing leave was implemented several years ago and it is being recommended that it no longer be allowed.

Ms. Carr moved: That the Director's Report be approved.

Seconded by: Ms. French

Motion: approved

PUBLIC INPUT

None

PERSONNEL

Adult Literacy Connection Coordinator:

Ms. Fortner stated that the current ALC Coordinator, Ellie Tucker-Brown has accepted a new job and will be leaving the library effective November 25. That position is currently part-time. Ms. Fortner requested that this position be combined with the vacant part-time Indiana Room position to create a full-time ALC Coordinator position.

Ms. Carr moved: That the recommendation of creating a full-time ALC Coordinator position by combining the part-time vacancy in Indiana Room to the part-time ALC Coordinator position be approved.

Seconded by: Ms. Wilkinson

Aye: Mr. Rutherford, Ms. Carr, Mr. Payton, Ms. Wilkinson, Ms. French

Nay: Ms. Poe, Mr. Burks

Motion: approved

Part-time Children's Assistant:

Ms. Fortner explained that a part-time Children's position had been previously approved, but put on hold because of the hiring freeze earlier this year. She asked to allow that position to be filled in January 2016.

Ms. Carr moved: That the part-time Children's Assistant position be approved.

Seconded by: Ms. French

Aye: Mr. Rutherford, Ms. Carr, Mr. Payton, Ms. Wilkinson, Ms. French

Nay: Ms. Poe, Mr. Burks

Motion: approved

OLD BUSINESS

Library Audit:

Ms. Wilkinson asked if there was any news about the audit. Ms. Fortner stated that she has not heard anything further about it. In the past the auditor would stop by the Business Office on a Thursday to inform the director that they will be here the following Monday. No one has stopped by at this time.

NEW BUSINESS

Revised Vacation Policy:

Ms. Fortner stated that she is recommending that the vacation policy accrual date be changed back to each employees' date of hire. A couple of years ago the board approved a change to make everyone's vacation accrual date as of January 1st. Ms. Fortner discussed this issue with the managers and all agreed date of hire is the best practice. Mr. Burks questioned the amount of vacation time given to the Director after one year of service. Currently it is four weeks. Ms. Fortner explained that a few years ago the board had approved adding an additional week to the Director's vacation allowance. Mr. Burks stated he feels four weeks is too much vacation time to offer the Director after only one year of employment. Ms. Carr explained that generous vacation time is offered as a perk because the salary is not very competitive to for-profit organizations. Mr. Burks stated that he also feels three weeks after one year of employment for exempt staff is too much time. Ms. Fortner stated that she had looked into this and everything except the director's vacation allowance is comparable to other public libraries.

Mr. Burks moved: That the Library Director's vacation time be reduced to two weeks after one year of service instead of four.

There was no second.

Motion: failed

Mr. Payton asked about the wording on several sections of the policy. A discussion followed. The Board agreed on several sections being reworded for clarity.

Ms. Carr moved: That the Vacation Policy be approved with the grammatical changes that were discussed.

Seconded by: Mr. Payton

Aye: Mr. Rutherford, Ms. Carr, Ms. Poe, Mr. Payton, Ms. Wilkinson, Ms. French

Nay: Mr. Burks

Motion: approved

Appoint Board Treasurer for 2016:

Mr. Rutherford asked Ms. Carr if she would consider serving as treasurer for another year. She agreed. Her reappointment helps to eliminate some paperwork involved with obtaining a bond for a new treasurer.

Ms. Wilkinson moved: That Gabrielle Carr be reappointed as Treasurer in 2016.

Seconded by: Ms. French

Motion: approved

Ms. Wilkinson asked if the Board needed to appoint the other officers at the December board meeting. It was explained that the rotation of officers is normally conducted at the January meeting. The office of treasurer is appointed early to accommodate the amount of time needed for necessary paperwork.

Indiana Room Calendar:

Ms. Fortner introduced Indiana Room archivist Kaitlyn Markert. Kaitlyn showed the calendar that her staff produced using historic photos from the Library's collection. The calendars are available by donation and have been quite popular so far. The Board was very pleased with the calendar.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....December 21, 2015

_____	_____
_____	_____
_____	_____
_____	_____