

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**APRIL 18, 2016**

Presiding Officer: Mr. Tonye Rutherford, President

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

Board Members absent: Mr. Steve Burks

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Carolyn Gerton, Erin McCorkle, Cyndi Kepley, Laura Wilkins, Marilyn Powell

Guests present:

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of March 23*
- B. Set Board Meeting for May 23*
- C. Approval of Bills and Invoices to be paid*
- D. Director's written report for April*

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

Seconded by: Mr. Whaley Motion: approved

**PUBLIC INPUT**

None

**PERSONNEL**

New hires:

Ms. Merida reported that recently a part time Page was replaced. Stevie Proctor was hired and began on April 4, 2016.

Ms. Merida reported that Tracy Brown is no longer working at the library effective April 22, 2016.

Health benefits renewal:

Ms. Merida reported that the benefits renewal is coming due on July 1, 2016. The benefits renewal was in the board packets along with a calendar explaining pertinent dates. On May 18, Diana Swank will conduct a work session for board to go over each plan. She will be back at the board meeting on May 23, for the renewal presentation. Mr. Whaley stated that the library has been with Insuramax for a long time and asked if there is any other competition available. Ms. Merida stated that she does not know the answer to that question. She stated that Ms. Swank does plan to ask for quotes from Anthem to compare with the current insurance provider. Mr. Whaley stated that last year during renewal she was asked what percentage she gets and she stated she didn't know. Mr. Whaley would like to know what percentage goes to

Insuramax and if other companies might be cheaper. He suggested that she could be asked privately. A discussion followed concerning if May 18, would work for the board. Five members agreed to be available for the Special Called Meeting. Questions could be answered at that time about coverage and rates.

Moment of Silence for passing of former board member, Suellen Wilkinson:

Mr. Rutherford stated that he would like to observe a moment of silence in memory of Suellen Wilkinson. He stated he was very fond of her and as board president he was honored to serve with her on the library board. He also stated that he was very impressed with her knowledge and caring of the library. Ms. French stated that Ms. Wilkinson was very helpful to her when she was first appointed to the board. Mr. Whaley stated he feels the board should do something appropriate to honor her, but is not sure what that is. A discussion followed concerning possible ideas. The Carnegie Center will be asked to help with this endeavor. Mr. Rutherford stated that he will help in any way he can.

### **OLD BUSINESS**

Swearing in of Pamela Poe:

Mr. Rutherford read the oath of office and Ms. Poe agreed to abide by the laws.

PLAC (*Public Library Access Card*) Quarterly Report:

There were no PLAC cards purchased this quarter. The Board President and Library Director signed the report.

Statewide Remote Circulation System:

Four staff members went to the State Library for a meeting regarding the Statewide Remote Circulation System. Currently the library does not need NCIP (*NISO Circulation Interchange Protocol*) so therefore there the cost of \$3600 will not be charged. This will also save about \$800 per year for the annual contract. The library will use Z39.50 instead. By using Z39.50 it would pull the information from all systems in Indiana instead of us doing uploads. A discussion followed concerning the process. Ms. Carr stated that according to an older list there are currently 167 libraries tentatively signed up for the system.

### **NEW BUSINESS**

Library photographic images form:

Attorney Jason Lopp was sent a copy of the recommended form to be used for photographic images that the public will be asked to sign when reproducing images the library owns. He reviewed the form and sent it back with some minor corrections. The vote approving the form at last month's meeting is sufficient.

Photo release form:

Ms. Merida stated that because the teens are doing a lot of videos and posting to Facebook and YouTube, a form was drafted to serve as a photo release. Other images are taken of people that end up on the library's website are also a part of this process. The form is not necessary if it is of a group public event, only for individuals. Ms. Carr pointed out one typo on the form that will be corrected. A discussion followed concerning ways to have a blanket form signed for very large events. Ms. Merida recommended that all children photographed individually have a release form signed by the parent.

Ms. Carr moved that: That the recommended photo release form be approved.

Second by: Ms. French

Motion: approved

Mileage reimbursement rates:

Ms. Merida stated that the mileage reimbursement rate by the state and federal has been lowered. Currently the resolution states that we follow the federal rate which is now .54. The state reimbursement rate is .34. That is a significant difference. Ms. Merida called the county auditor to ask which rate they use. They are currently at .44 but were not aware that the rate went down. The County does a median between the two. Ms. Carr asked about the library doing a similar average of the two. A resolution will be brought back to the board next month stating that an average between federal and state reimbursement rate will be followed.

Draft of the first chapter of Internal Controls:

Ms. Merida stated that the first chapter was given to board for them to review before the next meeting. Mr. Whaley requested that it be sent through email. All chapters will be sent electronically going forward, including the first chapter. A discussion followed concerning Internal Controls training. Ms. Carr explained how the process works.

Security Pros proposal:

Ms. Merida stated that it will cost about \$2000 per door to be fitted with a swipe card entrance lock. All doors would have to be fitted with push bars. Due to the expense no decision was made at this time.

Library Foundation:

Mr. Whaley asked if the library had heard from Dale Gettelfinger regarding the Foundation paperwork that needs to be filed with the IRS. Ms. Merida stated that she received an email from him regarding this issue. He has not been into the library at this time. Mr. Whaley stated that he is concerned about nine ninety's being filed. The only three active members at this time are Mr. Whaley, Dale Gettelfinger, and Paula Parker. Mr. Whaley stated that he thinks the library board should proceed with assigning members to the Foundation Board. A discussion followed concerning possible nominations to the Foundation Board.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....May 23, 2016

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