

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY

JUNE 12, 2018

Presiding Officer: Mr. Steve Burks, President

Board Members present: Ms. Gabrielle Carr, Mr. Roger Whaley, and Ms. Ann Carruthers

Board Members absent: Ms. Amy Niemeier, Ms. Pamela Poe, and Mr. Tonye Rutherford

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, Abby Johnson, Laura Wilkins, and Brenda Kennedy-Snyder

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of May 14*
- B. Set Board Meeting for July 9*
- C. Approval of Bills and Invoices to be paid*
- D. Items to be declared surplus*

Mr. Whaley moved: That the consent agenda be approved as read.

Seconded by: Ms. Carr Motion: approved

PUBLIC INPUT

None

PERSONNEL

Sandra Fortner reported that there are two youth workers helping with the Summer InstaLibrary Program and the Summer Free Lunch Program. The program ends July 14. This help has been really successful. There is still a position open for a part-time librarian. A few applications have been received at this time.

Ms. Merida announced that current staff member, Stefanie Merrifield, completed her MLS and will move up as an L3 librarian.

DIRECTOR'S REPORT

Pamphlet from PLA statistics:

Ms. Merida stated that she received a pamphlet from the Public Library Association. Upon reviewing the pamphlet it was realized that there was one more report that could have been filed with the state. It was fairly easy to create the public library report. After all reports are received by the state they send an annual PLDS survey. This helps them with their research. Ms. Merida explained the report and some of the findings. The report helps to determine where we are at on our tax rate per capita. Some areas refer to the report as the Library Report Card because it compares the standings. A discussion followed.

Update on Branch renovations:

Ms. Merida reported that she found out the hardwood floors would be done in one week. She said the branch is on track to open late July.

Incidents in parking lot:

Ms. Merida reported that there were two disturbing situations in the parking lot last week. There were two accidents related to drug use with hitting cars. After the accidents occurred the security staff reviewed them on our camera system. Ms. Merida explained the accidents in more detail. A discussion followed. Ms. Merida stated that discussions are underway for trying to figure out how to get people to go the crosswalk instead of crossing in the middle of the street.

Homeless camp behind the annex:

Ms. Merida stated that due to the homeless setting up camp behind the annex from time-to-time no staff is allowed to be over there alone. An email was sent to the Friends informing them to not be there without a partner. The Security Staff work really hard to keep it cleared but doesn't always catch them immediately. A discussion followed regarding homeless camps in New Albany. Also two snakes have been seen in back of the annex. A sign may be put up warning people of the snakes.

FOUNDATION REPORT

Mr. Whaley reported that the Foundation is moving to quarterly meetings instead of monthly. The committee decided that the Foundation is stable enough to have fewer meetings.

OLD BUSINESS

Digital Branch hours:

Ms. Merida stated that hours of operation for the digital branch had been discussed in the past but no final decision was made. She asked if the board would prefer Monday thru Thursday from 11 a.m. until 7 p.m. and Friday & Saturday 9 a.m. until 5:30 p.m. There was also a previous discussion about closing on Mondays to allow for program planning and other tasks. The Library Board agreed to go with this schedule until numbers can be gathered regarding patron visits. Discussion for closing on Mondays will be revisited at a later date if it is determined that it is necessary.

NEW BUSINESS

Purchase of a delivery vehicle:

There was previous discussion about purchasing a delivery vehicle for the library. The Board instructed Ms. Merida to check with John Jones regarding a cargo van. Mr. Burks recommended having the van customized and include a trailer hitch. He also suggested adding shelves inside if they would be useful. Ms. Merida agreed this is a good idea. A discussion followed concerning the usage. Mr. Whaley suggested calling Bill Wiseheart at the school corporation because they have recently purchased cargo vans. Ms. Merida agreed to contact them about looking at their vans.

Lost/damaged item charges:

Abby Johnson stated that the recommendation is to set a standard fee for lost or damaged items. She explained the reasons for wanting a standard fee over replacement costs. Some material that is lost is no longer available for purchase and others are circulated very little. Material that will be replaced can sometimes be purchased at a lower rate. This system should allow for a more balanced recapture. The idea is to keep the fee schedule as simple as possible.

Ms. Carr moved: That the recommended *Lost and Damaged Material Fees Policy* be approved.

Seconded by: Ms. Carruthers Motion: approved

Staff introductions to new board member Ann Carruthers:

Ms. Merida asked each staff member present to introduce themselves and give their titles. Mr. Whaley asked if a staff roster with pictures could be developed again since there are two new board members. Ms. Merida agreed to have a new roster created.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....July 09, 2018

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