

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
OCTOBER 1, 2018

Presiding Officer: Mr. Steve Burks, President

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

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

Board Attorney: Mr. Jason Lopp was not present.

Staff Members present: Melissa Merida, Sandra Fortner, Carolyn Gerton, and Laura Wilkins

Guests present:

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of September 10, 2018*
- B. Set Board Meeting for November 2018*
- C. Approval of Bills and Invoices to be paid*

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

Seconded by: Ms. Carruthers Motion: approved

PUBLIC INPUT

None

PERSONNEL

Sandra Fortner reported on the Personnel Report. She stated that the Carnegie Center recently hired custodian is no longer employed there. He was not a good fit for the job. (copy appended)

Staff pictorial roster:

Mr. Whaley inquired about the staff pictorial roster. He reiterated that it would be helpful to put a picture with the names due to the recent number of new hires. Ms. Merida stated that the roster is still in the plans and will be presented as soon as possible.

DIRECTOR'S REPORT

Branch operation update:

Ms. Merida reported that the branch is doing great and is servicing about 27 – 30 patrons per day. Wednesdays are a good day with averaging about 50 – 57 patrons per day. Ms. Merida met with Don Lopp this morning and finalized the electricity and water bill being moved over to the library. A security light may be installed in the back parking lot. The shed is still being completed. Other small projects will be completed next year. The last piece of Maker Space equipment came in and we now have our own 3D printer.

The library will have a Harvest Homecoming Booth with a Frankenstein theme. Laura Wilkins reported on some of the activities planned with Frankenstein related programs.

Ms. Merida reported that every year the staff supports Making Strides for Breast Cancer Awareness in the month of October. There will be several events held to raise money for the campaign.

FOUNDATION REPORT

Mr. Whaley stated that there is no report this month. The Foundation Board meets quarterly and the next scheduled meeting is in October.

OLD BUSINESS

2019 Budget Adoption:

Mr. Burks read the Resolution for Appropriations and Tax Rates for the 2019 Budget. The General Fund is being adopted at \$3,910,701. The adopted Tax Levy is \$2,270,196 and the adopted tax rate is 0.0850. Ms. Merida explained some of the appropriation increases and decreases. (copy appended)

Ms. Carr moved: That the 2019 Budget be officially adopted.

Seconded by: Mr. Whaley

Motion: approved

Ms. Merida will submit the official 2019 Budget tomorrow. Mr. Burks stated that he inadvertently marked Nay and changed it to Aye. He put his initials by the Nay box to show that he was marking it out. Mr. Burks voted Aye.

Christ Tabernacle parking lot easement proposal:

Mr. Burks reported that after the discussion last month regarding the Permanent Access Easement and Temporary Construction Easement the agreement was received from our attorney, Jason Lopp. The paperwork outlining the agreement was presented to the Board. There was discussion about landscaping to be completed by the church. The City Planners instructed the church to also work out an access to the billboard behind the church. The presented agreement did not cover the contingencies ordered by the City Planners. There was a discussion about negotiating some pay for access to the easement. One possible suggestion was to allow the library two billboards per year. Jason Lopp will be contacted about negotiating the details. More discussion followed. Ms. Merida agreed to reach out to the pastor to request more information about the timeline of the Temporary Construction Easement and other questions.

Mr. Whaley moved: That the proposal be tabled until next month.

Seconded by: Ms. Carr

Motion: approved

NEW BUSINESS

PLAC (Public Library Access Card) quarterly report:

Mr. Burks and Ms. Merida signed the quarterly PLAC report. There were no PLAC cards sold.

Appropriation movements:

Ms. Merida stated that there are appropriations in the negative and money will be moved around to bring those lines back up to positive figures. There is no resolution needed at this time.

Tort claim filed:

Ms. Merida stated that a Tort claim was filed against the library. A patron fell in front of the building down below the sidewalk. The patron grabbed the rail to come up the steps and the entire rail fell due to it being broken and rusted. He reported the accident to the safety officer and said he didn't need medical attention. Later he said he did want medical assistance and called an ambulance. We have video of the entire incident. More discussion followed. The information was scanned and sent to library attorney Jason Lopp. It is possible that the area below the sidewalk belongs to the city.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by the Board of Trustees.....November 12, 2018

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