

## **ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD**

### **Meeting Minutes**

**May 12, 2016**

**MEMBERS PRESENT:** Bob Rogers, Shelby Thomas, LeeAnne Fisher, Pam Blake, Melissa Giles, and Montie Manning.

**MEMBERS ABSENT:** Suzi Remington and Jennifer Ward

### **CALL TO ORDER**

President Bob Rogers called the meeting to order at 6:05PM. Minutes of the previous meeting had been sent to each member prior to this meeting. Pam Blake mentioned that she was listed as absent on the minutes but was actually present. Melissa agreed to correct the minutes. LeeAnne Fisher moved to accept the minutes as corrected; Shelby Thomas seconded. The motion carried unanimously.

### **OLD BUSINESS**

After the Board signed the rate increase for non-resident library cards at the March meeting the State Attorney made further changes and it was necessary for the Board to sign the amended document. A new resolution was drafted with additional language and passed.

Manning asked the Board to review and adopt the Credit and Debit Card Acceptance Policy. There was some discussion, and it was decided that the phrase "No Cash Back" should be added to the policy. Pam Blake moved to accept the Policy pending the phrasing addition, and Melissa Giles seconded. The motion carried unanimously.

### **NEW BUSINESS**

Manning presented the updated Patron Code of Conduct. LeeAnne Fisher moved to accept the document as written. Pam Blake seconded; the motion carried unanimously.

Manning suggested that the Board consider allowing the reusable cups with lids bearing the library logo be sold at cost at the front desk. He explained that patrons have been inquiring about purchasing the cups since the policy disallowing fountain drinks in the library went into effect. After some brief discussion the Board agreed that this would be a good advertising and goodwill opportunity for the library. Pam Blake moved to allow the cups to be sold at cost through the front desk. Melissa Giles seconded; the motion passed.

The Board discussed what course of action to take in order to secure additional parking for library personnel. This has become necessary due to the fact that most of the newer staff members drive to work. Several options were discussed, but no decision reached. Shelby Thomas moved to have Manning get an estimate to have a section of the vacant lot graveled, and possibly paved. Bob Rogers seconded the motion and it passed unanimously. The Board will reconsider the issue when the estimate is available.

### **DIRECTOR'S REPORT**

The library received a one-time distribution of LOIT funds in the amount of \$54,336. By law these funds were required to be transferred into the Rainy Day Fund.

### **TREASURER'S REPORT**

The Board briefly discussed adopting a policy outlining what the Rainy Day funds were to be used for. All agreed that some guidelines need to be established, and Shelby Thomas asked that this item be put on the agenda for the June Board Meeting. Manning agreed to do so.

The claims sheet was distributed for approval. Shelby Thomas moved to pay claims 177-235; Melissa Giles seconded and the motion passed unanimously.

## **ANNOUNCEMENTS**

Montie will be on vacation, but available to be reached at home, May 16-June 6

Care Day is May 14, and the library staff will be working on landscaping

The Summer Reading Kids Kick-Off will be Saturday June 4 with the MadCap Puppets

## **ADJOURNMENT**

Melissa Giles moved to adjourn the meeting at 7:00pm

The next meeting is scheduled for Thursday June 9<sup>th</sup> 2016

Respectfully submitted,

Melissa Giles

Secretary

## ***Additional:***

Immediately following the Board Meeting, a brief picnic meeting was convened to discuss the first Library Picnic to be held at Emery Lee on June 25<sup>th</sup>.

Melissa Giles and Shelby Thomas had previously volunteered to coordinate food and beverages. Type of meat to serve was discussed, and it was agreed that the Board would provide hamburgers and hot dogs. Bob agreed to look into getting a grill to prepare the food at Emery Lee prior to the picnic, and Melissa agreed to help with the cooking.

Montie will get a sign up sheet out to determine the number of people for which to purchase food. Melissa will get an approximate cost of meat per serving so that Board members can chip in at the June meeting and purchases can be made prior to the picnic.

Melissa also offered to provide a sheet at the June meeting for everyone to sign-up for sides and desserts, as well as a list of paper supplies needed. Montie offered to purchase condiments, and the Board will need to provide soft drinks.

Some picnic activities were discussed, and the decision was reached to ask those attending to bring any family