

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

January 14, 2016

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

MEMBERS ABSENT: Dave Holder

CALL TO ORDER

President Bob Rogers called the meeting to order at 6:06pm. Minutes of the previous meeting had been sent to each member prior to this meeting. Pam Blake moved to accept the minutes as written; LeeAnne Fisher seconded. The motion carried unanimously.

OLD BUSINESS

The only item of old business was the library security issue that was tabled at the December meeting. Manning explained that he had been having discussions with the library staff regarding possible personal security issues involving patrons and /or visitors to the library. Manning mentioned that as a result of these discussions, he would like to get the Board's input on allowing the staff to protect themselves with pepper spray in the event of any aggressive behavior against them while on library property. There was some discussion of this issue among the Board members with consensus being reached that this would be an acceptable precaution to take until the staff could be better trained to handle a potentially dangerous workplace situation. Manning also mentioned that the State Police would be coming in for "Active Shooter" training and that he would get their input on the use of pepper spray. There was no vote by the Board required on this issue.

NEW BUSINESS

The first item of new business was the Review of Library Board By-Laws. Manning indicated that the updates to this document were not yet ready, and requested that the Board vote to table this item until the required changes were made to the document. LeeAnne Fisher moved to table the review of the document until the changes were made, and Pam Blake seconded. The motion carried unanimously.

The second item of new business was the Personnel Committee appointments. Manning mentioned that this committee is customarily comprised of the two senior Board Members, currently LeeAnne Fisher and Shelby Thomas. Melissa Giles moved to appoint LeeAnne Fisher and Shelby Thomas to the Personnel Committee, and Suzi Remington seconded. The motion carried unanimously.

The third item of new business was disposal of the old DVR and security cameras. Manning indicated that now that the new security system is in place, the library has no use for these items. He further indicated that with the Board's approval he might find personal use for some of the equipment with the remainder to be recycled. Melissa Giles moved to allow Montie Manning to use or recycle the old security cameras and DVR at his discretion, and Suzi Remington seconded. The motion carried unanimously.

The fourth item of new business was the Resolution to Encumber 2015 Operating Funds. The resolution was read and Suzi Remington moved to approve the Resolution as presented, and Pam Blake seconded the motion. The motion carried unanimously.

DIRECTOR'S REPORT

Montie mentioned that he attended the recent Madison County Council Meeting, and there was no new information to report. Manning also mentioned that new, larger mailboxes were recently purchased for the staff. Now every staff member has a box!

LIBRARIAN'S REPORT

The Board reviewed the 2015 annual statistics report. Manning mentioned that both Overdrive and reference questions showed dramatic increases over the previous year. Everyone agreed that the overall numbers looked great. Way to go, Montie and Staff!

TREASURER'S REPORT

The Financial Report was distributed, and Manning drew the attention of the Board to the fact that the PERF is now included on the Report.

The claims sheet was distributed for approval. Melissa Giles moved to pay claims 1-65; Shelby Thomas seconded and the motion passed unanimously.

The Board of Finance was organized. LeeAnne Fisher moved to elect Bob Rogers as President and Melissa Giles as Secretary of the Board of Finance (BOF). The motion passed unanimously.

The BOF received and reviewed the investment report, including annual interest received.

The BOF reviewed the Investment Policy of the Library. Manning indicated that no changes had been made to this policy. LeeAnne Fisher moved to accept the Investment Policy as written and Pam Blake seconded. The motion carried unanimously.

The final item the BOF addressed was the designation of newspapers for notice publication. Manning reminded the Board that the annual budget is now advertised online. Pam Blake moved that any necessary notifications be published in the Alexandria Times-Tribune with the Anderson Herald Bulletin designated as secondary. LeeAnne Fisher seconded and the motion carried unanimously.

ANNOUNCEMENTS/PUBLIC COMMENTS

Bob Rogers signed the PLAC report.

Manning announced that the Library has received one State Park Pass. It can be checked out for one week at a time. All expressed disappointment that more passes were not received. Manning is going to check into the possibility of requesting more.

Melissa Giles provided a Park Board Report, and indicated that she would be serving as Secretary of the Park Board this year.

Melissa suggested that the Board take the same action as last year in providing Valentine's Day gift baskets for the staff. The other Board members agreed, and Melissa offered to do the purchasing, baking, and packaging of gifts with the assistance of Shelby Thomas. All agreed that the costs would be divided among the Board members when the gifts were delivered at the next meeting.

ADJOURNMENT

LeeAnne Fisher moved to adjourn the meeting at 6:55; Melissa Giles seconded. The motion carried unanimously.

Next meeting is Thursday, February 11th, 2016@ 6:00pm at the library.

Respectfully submitted,

Melissa Giles,