

**ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD**  
**Meeting Minutes**  
**August 11, 2016**

**MEMBERS PRESENT:** Bob Rogers, Shelby Thomas, Pam Blake, LeeAnne Fisher, Suzi Remington, Jennifer Ward, and Montie Manning.

**MEMBERS ABSENT:** Melissa Giles

**CALL TO ORDER**

President Bob Rogers called the meeting to order at 6:03 pm. In the absence of Melissa Giles, President Rogers appointed Jennifer Ward as acting secretary. Minutes of the previous meeting had been sent to each member prior to this meeting. Shelby Thomas moved to accept the minutes as written; Suzi Remington seconded. The motion carried unanimously.

**OLD BUSINESS**

The first item of old business was the 2017 Budget. Manning mentioned that the public hearing will be on Tuesday, September 20<sup>th</sup> at 5:15pm. However, our official notice to taxpayers will state that it is on Monday, September 19<sup>th</sup> at 5:00pm. The adoption meeting for the budget has been set for Tuesday, October 18<sup>th</sup> at 5pm. Both the public hearing and the adoption meeting are being held at the Madison County Government Center.

The second item of old business was the 2016 SAMS Conference. Montie mentioned that it would be necessary to close the library for both Thursday, September 15<sup>th</sup> and Friday the 16<sup>th</sup> in order to accommodate everyone in attendance. There was general agreement that this would be permitted.

**NEW BUSINESS**

The first item of new business was the Resolution to Join the Indiana Internet Consortium. Manning mentioned that this is something that is done every year and is necessary to get our discounts on Internet service. Pam Blake moved to accept the resolution as written; LeeAnne Fisher seconded. The resolution carried.

The second item of new business was an Overtime and Compensatory Time policy update for the Employee handbook. Manning stated that this policy was needed in preparation for the forthcoming changes to the Fair Labor Standards Act whereby department heads that are currently classified as exempt, will be classified as salaried, nonexempt as of December 1<sup>st</sup>. He stated that two separate policies, Overtime and Compensatory Time are being merged into one policy. The crux of the policy states that for salaried, nonexempt staff who work over 40 hours per week, they will earn comp time at 1.5 times the normal rate up to 240 hours. After 240 hours, they are compensated with pay at 1.5 times their hourly rate. It also states that comp time is paid out to individuals who separate employment. It also states that for these staff members, any time taken off will be deducted from comp time balances first. After some discussion Shelby Thomas moved to adopt the policy change; Pam Blake seconded. The motion carried.

The third item of new business was a revision of the PTO Policy prompted by our adoption of the Overtime and Compensatory Time policy. Manning stated that the PTO policy needed to comport with the Overtime and Compensatory Policy by stating that for salaried, nonexempt employees, they had to use comp time first before anything else. Also, Manning mentioned that we needed to correct a potential situation whereby we would inadvertently punish staff in the event they needed

to use their Extended Leave Bank while on an approved leave. As it stands, staff who go on an approved leave such as medical leave must use all of their PTO before the ELB kicks in. This places the staff member in a very precarious situation when they return to as work as they will have zero PTO to cover any absences. To prevent this situation from occurring, Manning proposed that in the event of an approved leave, exempt and salaried, nonexempt employees use Comp Time first, then their ELB, and then their PTO. For hourly staff, they will use their ELB first, then any PTO. After some discussion, Suzi Remington moved to accept the proposed change; Pam Blake seconded. The motion carried.

The final piece of new business was an update to the 2016-2017 salary schedule whereby the FLSA status of a Grade 107 Librarian was changed to reflect their nonexempt status. LeeAnne Fisher moved to accept the change; Suzi Remington seconded. The motion carried.

#### **DIRECTOR'S REPORT**

Manning mentioned a few highlights from the report, such as the decrease in our e-Rate discount from 80% to 60%, which will result in an increased bill for internet service each month. Also, the Insurance Committee met and we have signed on with a new broker, Dave Burnett from Walker and Associates. The committee felt that we would get a more personal experience with them. Manning mentioned that the new copier was delivered, that Angela, Lauren, and himself would be meeting with the new superintendent Dr. Brisco to discuss strengthening our partnership with the schools. He also mentioned that our new desk and shelving has arrived for the children's area. And finally, he mentioned the unexpected expenses for repairing two HVAC AC units that had to be paid out of Rainy Day funds.

#### **LIBRARIAN'S REPORT**

The Board reviewed the report, with Manning expressing a concern for declines in key numbers such as circulation and door count. Manning stated that this phenomena is not unique to us and that he hears many library directors speak of similar trends. Manning did mention that he believed that declines in DVD circulation could be tied to more people streaming their content from Netflix, Amazon, and Hulu.

#### **TREASURER'S REPORT**

The claims sheet was distributed for approval. Pam Blake moved to pay claims 338-385; LeeAnne seconded and the motion passed unanimously. Manning passed around an update claims sheet from the previous month for signatures.

#### **ANNOUNCEMENTS**

Library will be open during the Alex Grand Prix, Montie will be using PTO August 29<sup>th</sup> – September 2<sup>nd</sup> and that the library would be closed on Labor Day, Monday, September 5<sup>th</sup>.

#### **ADJOURNMENT**

Shelby Thomas moved to adjourn the meeting; LeeAnne Fisher seconded. The motion carried unanimously.

Next meeting is Thursday, September 8<sup>th</sup> @ 6:00pm at the library.

**Respectfully submitted,**

**Jennifer Ward, Acting Secretary**