

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

February 11, 2016

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

MEMBERS ABSENT: Pam Blake, Dave Holder

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. LeeAnne Fisher moved to accept the minutes as written; Suzi Remington seconded. The motion carried unanimously.

OLD BUSINESS

The only item of old business was the Review of Library Board By-Laws. Manning mentioned that this document contained no discernible changes from the last update. Melissa Giles moved to accept the document as presented, and LeeAnne Fisher seconded. The motion passed unanimously.

NEW BUSINESS

The first item of new business was the Resolution for Non-Resident Library Card Fee at \$75. LeeAnne Fisher moved to accept the Resolution as presented; Suzi Remington seconded. The motion carried unanimously.

The second item of new business was the Resolution to Establish Internal Controls. Manning mentioned that he had not yet had the opportunity to draft a document outlining these controls, but will develop it to present to the Board by the June 2016 Board Meeting. This Resolution is to be adopted now to ensure that the Internal Controls will be in place during the current fiscal year. Suzi Remington moved to accept the Resolution as presented; Melissa Giles seconded. The motion carried unanimously.

The third item of new business was the Resolution Authorizing Electronic Funds Transfer. Melissa Giles moved to accept this Resolution as presented; LeeAnne Fisher seconded. The motion carried unanimously.

The fourth item of new business was the Resolution to Pay Bills With Prior Approval. Manning mentioned that this is updated from the 2007 Resolution. LeeAnne Fisher moved to accept this Resolution as presented; Suzi Remington seconded. The motion carried unanimously.

The fifth item of new business was the Credit and Debit Card Acceptance Policy Update. Shelby Thomas moved to accept the updated Policy; Suzi Remington seconded. The motion passed unanimously.

The sixth item of new business was the Credit Card Purchasing Policy update. Manning mentioned that this policy has been updated reflecting who is authorized to make purchases with these cards, as well as possible disciplinary action for misuse. Some discussion ensued, and Manning answered all questions put forth from the Board. Suzi Remington moved to accept the updated Policy as presented; Melissa Giles seconded. The motion passed unanimously.

The seventh item of new business was the approval of the Internet and Computer Use Policy. LeeAnne Fisher moved to accept this Policy as presented; Suzi Remington seconded and the motion passed unanimously.

The eighth item of new business was the Authorization for Montie to sign checks. LeeAnne Fisher moved that Manning be authorized to sign checks in the absence of the Treasurer; Suzi Remington seconded, and the motion passed unanimously.

The ninth item of new business was Running Standby with APD to recover materials. Manning explained that at times it has been difficult to recover past due materials from patrons' homes. As there have been instances of patrons unwilling to return library materials being belligerent and abusive to library personnel, he had approached APD to inquire about the possibility of having officers accompany library staff in these situations. Manning further stated that he had received a positive response from APD, and would like Board approval to move forward with alerting the APD to be on standby should the need arise. After some brief discussion, LeeAnne Fisher moved to allow Manning the discretion to place the APD on standby when he feels it necessary; Melissa Giles seconded and the motion passed unanimously.

The tenth item of new business was Montie working from home. Manning explained that at times some of the more intense paperwork he must focus on completing can be very difficult to accomplish while in his office due to the frequent interruptions that are part of being at the office. Manning requested that should he need to complete critical projects without interruption, he be allowed to work from home occasionally as staffing allowed. Melissa Giles moved to allow Montie the flexibility to work from home when he found it more productive to do so, and Suzi Remington seconded. The motion passed unanimously.

TREASURER'S REPORT

The claims sheet was distributed for approval. LeeAnne Fisher moved to pay claims 48-95; Melissa Giles seconded and the motion passed unanimously.

ANNOUNCEMENTS/PUBLIC COMMENTS

The library was to be closed Monday, February 15 for Staff Development Day.

Melissa Giles provided a Park Board Report, and invited all to the next Park Board Meeting to be held on Tuesday, March 8 which was slated to be Public Input meeting for the new 5 Year Parks Plan. The meeting was to be held at 6:00PM in the City Council Room at City Hall.

Melissa presented the gift boxes for the staff for Valentine's Day, and reported to the Board that the total costs for the gifts amounted to \$18 per Board member.

ADJOURNMENT

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

Next meeting is Thursday, March 10th, 2016@ 6:00pm at the library.

Respectfully submitted,

Melissa Giles,