

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD MEETING

Minutes

January 15, 2015

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

MEMBERS ABSENT: Dave Holder and Pamela Blake

CALL TO ORDER

President LeeAnne Fisher called the meeting to order at 6:01 pm. President Fisher appointed Melissa Giles as acting secretary in the absence of Dave Holder. Minutes of the previous meeting had been emailed to each member prior to this meeting. Shelby Thomas moved to accept the minutes as written; Suzanne Remington seconded. The motion carried unanimously.

The library board was introduced to our new assistant director, Eric Fisher.

OLD BUSINESS

The only item of new business was the election of the 2015 officers. The slate as presented was: Bob Rogers (President), Shelby Thomas (Vice-President), Pamela Blake (Treasurer), and Melissa Giles (Secretary). Shelby Thomas moved to elect the slate as presented; Melissa Giles seconded. The motion carried.

As the new president, Bob Rogers presided over the meeting. He passed around birthday cards and requested that board members sign birthday cards for library employees to demonstrate board appreciation for the staff.

NEW BUSINESS

The first item of new business was a resolution to encumber funds from the 2014 Operating Fund. Montie mentioned that there were some items that the library ordered at the end of 2014 that had not yet been received before the end of the year. To avoid using 2015 funds to pay for them, Montie asked the library to encumber 2014 funds to pay for these items. After some discussion, LeeAnne Fisher moved to accept the resolution to encumber 2014 operating funds as written; Suzanne Remington seconded. The resolution was adopted.

The second item of new business was the review of the Library Board By-Laws. Montie stated that, at present, no alteration needed to be made. There was some discussion about moving the first meeting of the year to another date. Manning mentioned that the original date for the board meeting (January 8) was early this year and with all that is involved in getting the previous year's books closed out and the new year's books ready for business while waiting for bank statements to be issued after the holiday had been a real challenge. This, on top of having the new assistant director starting on January 5th, made for an unusually hectic start to January. However, the near zero temperatures on the 8th forced a reschedule and everything worked out. Manning mentioned that in hindsight, this January was a fluke and really should not force us to reschedule our January meeting. After some discussion, it was agreed to keep the meeting schedule as is.

The third item of new business was a resolution to cancel outstanding warrants. Manning mentioned that three checks issued over the years (2008-2011) that have not been presented for payment. These items still show in the check reconciliation each month and need to be cancelled.

Suzanne Remington moved to accept the resolution as written; LeeAnne Fisher seconded. The motion carried.

The fourth item of new business was the appointment of the Personnel Committee. Traditionally made up of the two most senior board members, the Personnel Committee serves as an advisory panel to the director when handling personnel issues or policy changes affecting personnel. They also evaluate the library director on his performance appraisal. Bob Rogers re-appointed LeeAnne Fisher and Shelby Thomas.

The last item of new business was permission for Montie to sign checks in the absence of the treasurer. LeeAnne Fisher moved to grant permission; Shelby Thomas seconded. The motion carried.

DIRECTOR'S REPORT

Montie mentioned a few highlights from the report such as Clayton Whitson, our representative on the County Council, attended our ribbon cutting on January 14th at Manning's invitation. Manning also mentioned that the bequest in the amount of about \$14,000 had been received and was deposited after consulting with the estate attorney on whether or not the gift was contingent upon the library hanging the artwork received. Manning mentioned that it was not and that the funds will be used to support library programming. Bob Rogers asked who audits our accounts. Manning answered that the State Board of Accounts does and that we are overdue for our audit. He also mentioned that it has been publicized in the media that public libraries among other units will no longer be audited due to shortages in staff and funds.

LIBRARIAN'S REPORT

Our door count was down (-19.31%) from December 2013 with 4,211 people coming into the library. Overall, circulation was down as well (-14.85%). Our adult internet usage plummeted (-78.13%). In stark contrast, our juvenile internet use exploded (+303.44%), the number of faxes dropped slightly (-10.71%), while our wireless access increased (+27.44%). Manning also mentioned that our circulation for 2014 was 172,136 just 1.20% lower than the previous year's record of 174,232. Had the library not been closed 15 days for construction in November, we would have easily surpassed that number. Manning also felt that the public perception that the library was still closed for construction, in addition to December being a traditionally slow month, exacerbated our decrease in numbers for December.

Manning also mentioned that he would like to redesign the monthly statistical report including what numbers are reported.

TREASURER'S REPORT

The claims sheet was distributed for approval. Shelby Thomas moved to pay claims 1-55; LeeAnne Fisher seconded. The motion passed unanimously.

ORGANIZE AS BOARD OF FINANCE

President Bob Rogers convened the board as a Board of Finance. The first order of business was the election of a president and secretary. Shelby Thomas moved to elect Suzanne Remington as president and LeeAnne Fisher as secretary; LeeAnne Fisher seconded. The motion carried unanimously.

Manning then presented the board with the investment report showing how the library's funds were distributed last year and how much interest was received. A copy of this report is on file with these minutes in the minute book. There was some discussion as to getting financial advice

to make our funds earn more interest. Manning mentioned that whoever we get, they must have experience in local government investments. Also, there was discussion about finding another depository to replace Key Bank now that they have closed in Alexandria. The Madison County Credit Union and Old National Bank were mentioned. Manning stated that whatever institution we select would need to be on the State Board of Accounts approved depositor list. Manning would gather information and present at a future board meeting.

The next item discussed was the investment policy of the library. Montie stated the policy needed to only be reviewed as there were no proposed changes. LeeAnne Fisher moved to accept the policy as presented; Melissa Giles seconded. The motion carried.

The final item discussed was the designation of newspapers for notice publication. After brief discussion, LeeAnne Fisher moved to designate the Alexandria-Times Tribune as our primary newspaper for publication and the Anderson Herald-Bulletin as our secondary; Suzanne Remington seconded. The motion carried unanimously.

Bob Rogers moved to adjourn the Board of Finance; Shelby Thomas seconded. The motion carried unanimously.

ANNOUNCEMENTS/PUBLIC COMMENTS

Bob Rogers needed to sign the PLAC report to the Indiana State Library. Melissa Giles was unable to attend the park board meeting. Shelby Thomas and Melissa Giles will collaborate on Valentine Bags for the staff. Everyone agreed that the goody bags would be capped at \$70.

ADJOURNMENT

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

Next meeting is Thursday, February 12 @ 6:00pm at the library.

Respectfully submitted,

Melissa Giles
Secretary