

# **ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD**

## **Meeting Minutes**

**March 12, 2015**

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

**MEMBERS ABSENT:** Dave Holder

### **CALL TO ORDER**

President Bob Rogers called the meeting to order at 6:05 pm. Minutes of the previous meeting had been sent to each member prior to this meeting. Pam Blake moved to accept the minutes as written; Melissa Giles seconded. The motion carried unanimously.

### **OLD BUSINESS**

Manning requested that the library board discuss the vacant lot first and then the financial consultants.

The first item of old business discussed was the vacant lot behind the library and what our future plans were for it. Manning stated that we should seriously consider how we would justify to the taxpayers floating a bond issue in a town with a declining population. After some discussion, Shelby Thomas suggested that we start a dream list for what we would want to see should the town begin grow again. Manning suggested that everyone come to the next meeting with a few ideas so that we can develop a list. The discussion then turned to repairing and repaving the west parking lot, but no action was taken on the discussion.

Manning mentioned that Umbaugh also assists libraries in the issuance of bond issues in addition to financial planning. Manning also mentioned that Lynn Hobbs, the director at Pendleton, recommended an advisor that may be worth investigating.

### **NEW BUSINESS**

The first item of new business was a series of updates to the employee handbook affecting leave time and Sunday hours. The first issue was the adoption of paid time off (PTO) to replace our existing leave time structure. Manning mentioned that more and more workplaces are adopting PTO for a variety of reasons including easier record keeping, flexibility, and employee accountability. Manning said that he considered implementing this with our handbook update back in 2013, but did not want to overwhelm further staff with changes. After some discussion, Melissa Giles moved to adopt the PTO policy; Pamela Blake seconded. The motion carried.

The second piece of this agenda item was updating other policies affected by Sunday hours:

Hours of Work Policy: add Sundays 1-5pm as part of work week;

Overtime Policy: remove all references to Sunday

Holiday Policy: remove all references to Sunday, add Easter as a paid holiday;

Staff Development and Continuing Education Policy: remove all references to Sunday.

After some discussion, LeeAnne Fisher moved to approve the changes; Suzi Remington seconded. The motion carried.

The second item of new business was the selling of USB drives for the public. Manning mentioned that he had ordered 100 1GB USB drives for selling to the public. The drives will have our logo and web address on them. Manning mentioned that the cost per drive is about \$6.50 per drive, but wants to sell them for \$3.00 each. He said that he does not think they will sell at a higher price point. Manning mentioned that they would arrive sometime in April. After some discussion, Pamela Blake moved to sell the drives for \$3.00 each; LeeAnne Fisher seconded. The motion carried.

The third item of new business was an updated board roster. Some corrections were made and will be included on future versions of the roster.

The fourth item of new business pertained to operational matters within the adult outreach department. Manning mentioned that there were some operational issues within the adult outreach department that were currently being worked on. Manning said that he and Assistant Director Eric Fisher were looking at a number of options to resolve the matters.

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

Montie mentioned a few highlights from the report such as our new billboard campaign to promote Sunday hours, the installation of our new slatwall and bulletin board, and the hiring of two new staff members Callie Conrad and Terri Smith. Manning also mentioned that he cancelled our Freegal music service due to high subscription costs.

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

Our door count for was down considerably (-36.95%) from February 2014. This could be due to the weather or much more accurate counting with the security gates. As for circulation, our overall numbers were down (-5.20%) over February 2014. We experienced overall increases in our computer usage (+38.52%).

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

The claims sheet was distributed for approval. Melissa Giles moved to pay claims 95-150; Pam Blake seconded and the motion passed unanimously.

#### **ANNOUNCEMENTS/PUBLIC COMMENTS**

Montie at ISL for training on March 18<sup>th</sup>

Montie taking comp time March 23-April 4.

Library will be closed for Easter on Sunday, April 5<sup>th</sup>.

Bill Jamerson will be here March 16<sup>th</sup> at 2pm for a program on the CCC during the Depression.

Suzi and LeeAnne will need to take their board member oaths.

#### **ADJOURNMENT**

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

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

**Respectfully submitted,**

**Melissa Giles,  
Secretary**