

## **ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD**

### **Meeting Minutes**

**February 9, 2017**

**MEMBERS PRESENT:** Bob Rogers, LeeAnne Fisher, Melissa Giles, Suzi Remington, Jennifer Ward and Montie Manning.

**MEMBERS ABSENT:** Pam Blake and Shelby Thomas

### **CALL TO ORDER**

President Bob Rogers called the meeting to order at 6:10PM. Minutes of the previous meeting had been sent to each member prior to this meeting. Suzi Remington moved to accept the minutes as amended; LeeAnne Fisher seconded and the motion passed unanimously.

### **OLD BUSINESS**

Staff Appreciation: Valentine's Baskets. Melissa Giles reported that the baskets would be completed and delivered on Monday, Feb. 13. She was able to keep the cost of the baskets to \$15 per Board Member again this year, and explained that since she had not informed Board Members of the exact cost prior to tonight's meeting that they were welcome to bring payment to the March meeting.

### **NEW BUSINESS**

- a. Decommission IT Equipment: Jennifer Ward made a motion that Manning dispose of old equipment as he saw fit; Suzi Remington seconded and the motion passed unanimously.
- b. LIRF Fund balance discrepancy: Manning informed the Board that the discrepancy between the LIRF Fund balance and the bank account balance has been identified. As he had mentioned previously, it did turn out to be a clerical error that resulted in more funds being transferred to our main checking account from our LIRF account than was needed. We simply need to move funds back into the LIRF account; State Board of Accounts will be notified when the transfer takes place.
- c. Extending Service to Elwood Head Start: Manning explained that AMPL had been approached by the teacher at the Elwood Head Start requesting a library card as the Elwood library has been unwilling to provide one. Manning mentioned that our community is served by the Elwood Head Start. Melissa Giles moved to provide the teacher with an outreach library card, and LeeAnne Fisher seconded. The motion passed unanimously.
- d. Authorize Montie to Sign Checks: LeeAnne Fisher moved to approve Manning to sign checks in the event that Pam Blake is unavailable; Suzi Remington seconded and the motion passed.

### **DIRECTOR'S REPORT**

- a. Manning explained that our Rainy Day budget was cut by the Department of Local Government Finance since they calculated that we would expend the entire 2016 Rainy Day budget. We only expended a small fraction of that and has petitioned to have the DLGF use actual expenditures and not projected.
- b. Manning explained that going forward he has asked each of the department heads to provide a report of their department's monthly activities for the Board's review. He further explained that he felt the Board would be better served by hearing from the individuals tasked with the daily running of each department, as opposed to him providing a summary of each.
- c. Manning reported that the library has received an unexpected increase in the grant funding our internet use for the year, increasing it from approximately \$3000 to \$12000.

### **TREASURER'S REPORT**

- a. LeeAnne Fisher moved to approve the Financial Report; Melissa Giles seconded and the motion passed.
- b. Manning explained that we would wait until the March meeting to approve the claims, as there were some items that he needed to attend to first.

## **ANNOUNCEMENTS**

Montie will be off Thursday, Feb. 16

Melissa Giles gave a brief Park Board Report

## **PUBLIC COMMENTS**

There were no public comments.

## **ADJOURNMENT**

Melissa Giles moved to adjourn the meeting at 6:45pm, and LeeAnne Fisher seconded. The motion passed unanimously.

**Next meeting scheduled Thursday March 9, 2017 at 6:00pm**

Respectfully Submitted,

Melissa Giles