

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

January 12, 2017

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

MEMBERS ABSENT: Jennifer Ward

CALL TO ORDER

President Bob Rogers called the meeting to order at 6:08PM. Minutes of the previous meeting had been sent to each member prior to this meeting. Bob Rogers mentioned that he was not listed as present at the December meeting. Melissa Giles said that she would make that amendment to the minutes. Pam Blake moved to accept the minutes as amended; LeeAnne Fisher seconded and the motion passed unanimously.

OLD BUSINESS

a. Montie explained that as of today he had decommissioned his personal Amazon Visa Rewards Account that was previously in use by the library. The accumulated points balance has been converted to cash, and will be electronically deposited into the library's checking account.

b. Manning informed the Board that the SBOA Audit is now official, and that no significant issues were noted.

NEW BUSINESS

a. By-Laws: Manning explained that the Board was required to review their by-laws annually; there are no changes proposed for 2017. Melissa Giles moved to approve the Library Board By-laws with no changes; Pam Blake seconded and the motion passed.

b. 2017 Board Appointments: Manning informed the Board that 3 members had Library Board appointments that were due to expire this year, and wanted to ensure that each of the three were willing to continue their Library Board service. The appointment periods for Pam Blake and Bob Rogers were due to expire 3/17, and both expressed their willingness to continue serving. Melissa Giles's appointment was due to expire 7/17; she indicated willingness to continue serving as well.

c. Personnel Committee: Bob Rogers appointed LeeAnne Fisher and Shelby Thomas to the Personnel Committee; both agreed to serve.

d. Old Telephones: Manning mentioned that the new telephones have been installed, and requested permission to post the old ones to e-Bay to attempt to sell them. Suzi Remington moved to approve the request; Pam Blake seconded and the motion passed.

e. Encumber Funds: Pam Blake moved that the Board approve operating funds to be encumbered from 2016 funds; Suzi Remington seconded and the motion passed.

f. Transfer Funds: Melissa Giles moved to approve a request from Manning to transfer funds within the Library Operating Fund; LeeAnne Fisher seconded and the motion passed.

g. Staff Appreciation: Melissa Giles asked if the Board would like to continue providing the staff with Valentine's Day Baskets in appreciation for their service, and offered to continue heading up this effort if so. All agreed that they would like to participate, and after brief discussion Melissa said that she would keep the cost per staff member to \$15 or less and would inform the Board in February as to everyone's share of the cost.

h. Authorize Montie to Sign Checks: LeeAnne Fisher moved to approve Montie to sign checks in the event that Pam Blake is unavailable; Melissa Giles seconded and the motion passed.

LIBRARIAN'S REPORT

The Board reviewed the monthly and yearly Librarian's Report. There was some brief discussion before moving on to the next agenda item.

TREASURER'S REPORT

- a. Melissa Giles moved to approve the Financial Report; Suzi Remington seconded and the motion passed.
- b. Pam Blake moved to pay claims 1-55; LeeAnne Fisher seconded and the motion passed.
- c. Board of Finance: Pam Blake moved to close the Library Board Meeting and LeeAnne Fisher seconded. Pam Blake moved to open the Board of Finance Meeting; LeeAnne Fisher seconded and the motion passed. Pam Blake moved to elect the following Board of Finance: Bob Roger, President; Melissa Giles, Secretary. LeeAnne Fisher seconded and the motion passed. The Board of Finance received and reviewed the investment report and the Investment Policy of the Library. No changes were required. Pam Blake moved to close the Board of Finance; LeeAnne Fisher seconded and the motion passed. Shelby Thomas moved to re-open the Library Board Meeting, and Suzi Remington seconded. The motion passed unanimously.
- d. Newspapers: Manning explained that although all of our notices are now posted online, we should still designate newspapers for publication of notices should the need arise. LeeAnne Fisher moved to designate the Alexandria Times-Tribune and the Anderson Herald-Bulletin; Pam Blake seconded and the motion passed.

ANNOUNCEMENTS

The Library will be closed Monday, January 16 for Staff Development Day

Pam Blake will be getting her Treasurer's Bond

Melissa Giles gave a brief Park Board Report

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Pam Blake moved to adjourn the meeting at 6:55pm, and Melissa Giles seconded. The motion passed unanimously.

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

Respectfully Submitted,

Melissa Giles