

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

### **Meeting Minutes**

**July 14, 2016**

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

**MEMBERS ABSENT:** None

### **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. Suzi Remington moved to accept the minutes as written; Pam Blake seconded and the motion passed unanimously.

### **OLD BUSINESS**

- a.. Resolution to Establish a Rainy Day Fund: Manning explained that while the Rainy Day Fund has been in existence since March 2004, it appears that no formal resolution was ever adopted to outline the usage requirements for the fund, so it was necessary to do that now. Pam Blake moved to accept the written policy as presented and Melissa Giles seconded. The motion passed unanimously.
- b. Resolution to Establish a Capital Assets Threshold: Manning explained that this document was necessary to bring us into compliance with the updated SBOA regulations. LeeAnne Fisher moved to accept the document as presented; Suzi Remington seconded and the motion passed unanimously.
- c. Resolution to Authorize Payment of Membership Dues and Library Certification Fees: Melissa Giles moved to authorize payment of fees and LeeAnne Fisher seconded. The motion passed unanimously.

### **NEW BUSINESS**

- a. 2017 Budget Calendar: Manning presented the Board with the proposed budget and dates for 2017.
- b. 2017 Salary Schedule: Manning explained that he would like to hire a part-time bookkeeper in order to free up some of the time that management staff spends on accounting duties. Jennifer Ward moved to authorize the addition of this position to the 2017 Salary Schedule. Suzi Remington seconded and the motion passed unanimously. Manning further explained that changes in the Fair Labor Standards Act with regard to exempt employees has changed and that he will review options with the library's employment attorney to ensure compliance.
- c. Ricoh Copier Contract: Manning explained to the Board that due to all of the problems with the copier that the library is currently leasing, a new contract was secured for a replacement copier in keeping with the terms and interest rate of the current lease for \$80 less per month for the term of the lease agreement. The new copier will have the ability to scan and has ports for USB and SD cards built in. Suzi Remington moved to accept the terms of the new lease as explained by Manning; Pam Blake seconded and the motion passed unanimously.
- d. No-Fault Attendance Policy Update: Manning stated that the only update he had made to the old policy was to increase the maximum amount of PTO allowed to be carried over at the end of the year. This will be increased to a maximum of 480 hours. Pam Blake moved to accept the updated policy; Melissa Giles seconded and the motion passed unanimously.
- e. PTO Policy Update: Manning mentioned that he needed to increase the number of days a staff member may be out before they are required to see health care provider and provide documentation so that it comports with our medical leave policy. Also, Manning advocated that the 40 hour cap on what staff may transfer to their Extended Leave Bank should be removed and that the only barrier to what can be transferred is the maximum cap that staff may hold in their ELB, which is 3 months or 12 weeks. Pam Blake moved to accept the updated policy; LeeAnne Fisher seconded. The motion carried.

### **LIBRARIAN'S REPORT**

Manning stated that even with Summer Reading participation that overall numbers for the month were still down. The Board discussed ideas about why this might be happening, including the possibility of the balanced calendar for the schools affecting kids' library usage.

### **TREASURER'S REPORT**

The claims sheet was distributed for approval. Melissa Giles moved to pay claims 277-335; LeeAnne Fisher seconded and the motion passed unanimously.

### **ANNOUNCEMENTS**

Montie will be out for Internal Controls Workshop July 28th

Montie will be taking PTO August 1-4

Montie will be at budget workshop August 3<sup>rd</sup>

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### **ADJOURNMENT**

Melissa Giles moved to adjourn the meeting at 7:05pm, and LeeAnne Fisher seconded. The motion passed unanimously.

**Next meeting scheduled August 11, 2016 at 6:00pm**

Respectfully Submitted,

Melissa Giles  
Secretary