

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

October 12, 2017

MEMBERS PRESENT: Bob Rogers, Shelby Thomas, Melissa Giles, Suzi Remington, Pam Blake, LeeAnne Fisher, and Jennifer Ward. Lauren McPike and Eric Fisher were in attendance to act as interim co-Directors until a new Director is in place.

MEMBERS ABSENT: None

CALL TO ORDER:

President Bob Rogers called the meeting to order at 6:00P.M. Minutes of the previous meeting had been sent to each member prior to this meeting. Pam Blake moved to accept the minutes as presented; Shelby Thomas seconded and the motion passed unanimously.

OLD BUSINESS:

a. Approval of 2018 Ordinance for Appropriations and Tax Rates: Eric provided the Board with a brief explanation of this ordinance, and informed us that he anticipated approaching the Board to reduce this year's appropriation in December. Shelby Thomas moved to approve the ordinance as proposed; LeeAnne Fisher seconded and the motion passed.

b. Employee Manual Update: Eric explained to the Board thought it prudent for the Board to review and revise the PTO Policy. Under the current policy, employees are eligible to request a payout of PTO hours accrued (after being converted to Extended Leave Bank) at the time of voluntary termination up to a maximum of 480 hours. He recommended that the policy be changed to reflect that the maximum number of hours to be paid out at termination would be 80 hours for non-Grandfathered* employees. After a brief discussion, Pam Blake moved to approve the change as presented; Melissa Giles seconded and the motion passed unanimously.

**Grandfathered staff includes all employees of the library as of September 17th. The personnel Committee, at their discretion, may approve ELB Payouts greater than the 80 hours stated in the policy.*

NEW BUSINESS

a. Hiring of New Director: This item was moved to the end of the agenda as Neal Starkey would join the meeting at that time.

b. Thanksgiving Holiday: The library will be closed Wednesday Nov. 22 through Friday Nov. 24 in observance of the Thanksgiving Holiday.

DIRECTOR'S REPORT:

*Eric is working on switching the library's fax line from AT&T to ENA. The price for ENA to carry the fax line is expected to be about a quarter of what we are currently paying AT&T.

*Loretta has taken the initiative to start spreading the word about the library's home-bound services by talking to local doctor's offices and churches. Keep up the good work, Loretta! Your enthusiasm is inspiring!

*Tech Services has been busy with the end of the year publishing spree. Trystan has been proactive in supply ordering, while still keeping up with the book repairs. Thanks for your dedication, Trystan!

*Jerry has been the picture of determination lately, He has finished cleaning up the records in adult non-fiction, and has moved on to adult fiction which is in even worse shape. Thanks to his efforts, the catalog is becoming easier to navigate by the day. Jerry, your persistence is paying off for patrons and staff alike!

*Along similar lines, Lauren continues her quest to get all of the DVDs re-classified by genre. She and Rachel are working on a procedural to direct how incoming DVDs are to be handled. Thanks to Tech Services, our library continues becoming easier to use all the time!

*Youth Services continues teaching kids to code. Two new Code Clubs kicked off this month, with Sarah handling the younger kids and Brad the older. Both had good attendance, and the feedback was very encouraging.

TREASURER'S REPORT:

- a. Register of Claims: Shelby Thomas moved to pay claims 442-482; Pam Blake seconded and the motion carried.
- b. Register of Claims for Previous Month: Pam Blake moved to pay claims carried over from August; LeeAnne Fisher seconded and the motion passed.

ANNOUNCEMENTS:

Eric, Brad, and Ashley are scheduled to speak at the Chamber Breakfast Club on October 18th.

Lauren will be out on vacation next week.

Eric will be out most of next week as well, but will be in for book club and payroll.

****New Business: Hiring of new Director and Planning of Welcome Reception****

Neal Starkey joined the meeting at 7:00P.M. Shelby Thomas presented Neal and the Board copies of the Employment Contract she had prepared with the assistance of the library's attorney. Everyone reviewed the document, and engaged in a brief discussion. Neal expressed no concerns in regard to the terms of the contract, and signed to accept the position of Director. Welcome Neal!

President Bob Rogers then brought the discussion around to planning a reception to officially welcome Neal to AMPL. The date of Friday November 10th was mentioned, and all agreed that this was acceptable. The time was set for 5:30P.M. to allow time to set-up after the library closes. Melissa agreed to handle the refreshments; Eric agreed to print a flier in time for the Chamber Breakfast; Pam will talk to Jeff Bryan, and Bob will contact Jenny at the paper.

ADJOURNMENT

Melissa Giles moved to adjourn the meeting at 7:30P.M.; Jennifer Ward seconded and the motion passed unanimously.

Next meeting scheduled is for Thursday November 9, 2017 at 6:00pm

****NOTE: This is the Adoption Meeting for the 2018 Budget and it is absolutely essential that there is a quorum at this meeting.****

Respectfully Submitted,

Melissa Giles
Library Board Secretary