

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

November 9, 2017

MEMBERS PRESENT: Bob Rogers, Shelby Thomas, Melissa Giles, Suzi Remington, Pam Blake, Jennifer Ward, Eric Fisher and Neal Starkey.

MEMBERS ABSENT: LeeAnne Fisher

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. Shelby Thomas mentioned noticing an error in the minutes regarding who was responsible for actions taken on a matter discussed by the Board. Melissa agreed to correct the minutes as noted. Pam Blake moved to approve the minutes as amended; Jennifer Ward seconded and the motion passed unanimously.

OLD BUSINESS:

a. Presentation of New Form for Personnel Actions Taken: Shelby explained actions taken by the Personnel Committee during the previous month regarding procedures that were followed in terminating an employee still within the 90 day probationary period. Neal presented a form to the Board for review, noting that he had created it to facilitate documentation of the process leading up to and including employee termination. This form would be presented first to the Personnel Committee when action was required, and then to the Board to show what action was taken. After some brief discussion, the Board agreed that this would be helpful in keeping everyone informed. Eric provided more detail regarding the termination. Pam Blake moved to approve the personnel actions as presented; Suzi Remington seconded and the motion passed unanimously.

b. Funds for Christmas Decorations: Shelby mentioned that since the Board had agreed that we would approve funds for Rachel to purchase new Christmas Decorations we should allocate those funds now so that Rachel could move forward with the purchase. Neal mentioned that he and Eric had discussed the issue, and had decided that there were funds available in the budget for Adult Services and Displays that would be used for this. Neal agreed to see to it that Rachel had the funds available when she was ready to shop.

NEW BUSINESS

a. Ad-Hoc Facilities Committee: Shelby Thomas suggested that the Board entertain the idea of forming an AdHoc Committee to work on applying for grants and or loans as needed to facilitate building repairs and maintenance. After some discussion in which all agreed that this idea was worth pursuing, Melissa Giles nominated Bob Rogers to appoint an Ad-Hoc Building Maintenance and Repair Committee. Suzi Remington seconded and Bob accepted the nomination. Bob then went on to appoint Neal Starkey and Eric Fisher to the committee, and the three agreed on a time for their first meeting. Updates will be provided to the Board as needed.

b. Fine Forgiveness for Toy Drive: Neal explained to the Board that the library staff would like to run a program during the Holidays allowing library patrons to have outstanding fines forgiven by bringing a

new, unwrapped toy to the library to donate to the Toy Drive. Board Members agreed that this was a win-win for patrons and the Toy Drive, as well as promoting good community relations for the library.

c. 2018 Staff Health Insurance Renewal: the Board discussed the increase in costs to maintain the employeehealth insurance plan at the current benefit level and agreed that this was to be done despite the cost increase.

d. LIRF Transfer: There was discussion regarding the necessity of the transfer being made prior to the end of the year.

DIRECTOR'S REPORT:

The report this month mostly provided updates on the items that were noted in last month's report.

LIBRARIAN'S REPORT:

No questions or discussion.

TREASURER'S REPORT:

a. Register of Claims: Pam Blake moved to pay claims 484-528; Shelby Thomas seconded and the motion carried.

b. Register of Claims for Previous Month: Shelby Thomas moved to pay claims carried over from October; Pam Blake seconded and the motion passed.

ANNOUNCEMENTS:

Neal and Eric will attend the Chamber Awards Luncheon next week.

The Annual Library Board Christmas Dinner will be held at Grains & Grill in Fairmount on Thursday, Dec. 7th. Melissa will make reservations and email everyone the details.

ADJOURNMENT

Melissa Giles moved to adjourn the meeting at 6:40P.M.; Suzi Remington seconded and the motion passed unanimously.

Next meeting scheduled is for Thursday December 14, 2017 at 6:00pm

Respectfully Submitted,
Melissa Giles
Library Board Secretary