

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

August 10, 2017

MEMBERS PRESENT: Bob Rogers, Shelby Thomas, Melissa Giles, Suzi Remington, Pam Blake, LeeAnne Fisher, Jennifer Ward and Montie Manning. *Also in attendance were Lauren McPike and Eric Fisher; they will be attending all future Board Meetings until a new Library Director is hired and is in place.

MEMBERS ABSENT: None

CALL TO ORDER

President Bob Rogers called the meeting to order at 6:50PM, following the closing of the 6:00PM Executive Session. Minutes of the previous meeting had been sent to each member prior to this meeting. Pam Blake moved to accept the minutes as presented; LeeAnne Fisher seconded and the motion passed unanimously.

OLD BUSINESS

2018 Budget Timeline: The Board was presented with the dates, and discussed the need to begin the September Meeting with the Public Hearing. Manning reminded the Board that the budget increase request is slight enough that it will not be necessary to appear before the County Council to defend the request prior to adoption. No vote on this item was required.

NEW BUSINESS

a. Employee Manual Update:

1. PTO Policy: The Board first reviewed an updated policy regarding payout of Extended Leave at the time of voluntary separation. Melissa Giles moved to approve the update and Suzi Remington seconded; the motion carried.
2. Disciplinary Procedure: The Board reviewed a policy update that would make it necessary to include the Personnel Committee in any decision to start involuntary terminations proceedings on an employee. Pam Blake moved to enact this update and Shelby Thomas seconded; the motion passed unanimously.

b. Staffing Changes: Lauren reported that Angela has put in her resignation, and her last day will be August 29th. Lauren also explained that 3 new part-time [25 hour per week] staff members have been hired. One of these is for home-bound outreach, allowing Sara to focus specifically on youth outreach.

c. Authorize Brad to sign LSTA grant contracts: Manning explained that normally he would do this, but these are not yet ready to be signed and it will need to be taken care of after he leaves. Melissa Giles moved to authorize Brad to sign as requested; LeeAnne Fisher seconded and the motion carried.

d. Authorize Brad to administer MCCF grant for 1000 Books Before Kindergarten: Manning explained that the reason for this request was the same as the previous item. Pam Blake moved to approve the request and LeeAnne Fisher seconded; the motion passed.

DIRECTOR'S REPORT

After serving the Alexandria community as the Library Director for 13 years, Montie will be leaving to become the new Director of the Plainfield Library. The Board extended thanks for his years of service, and expressed how much he would be missed. Montie's last physical work day here is Friday, August 11.

Before ending his tenure with us, Montie promoted Brad Sowinski to the position of Youth Services Manager that Angela will be vacating at the end of the month. Way to go Brad, we know you'll do great!

Eric and Lauren will be sharing the administrative duties until a new Director can be hired and trained; Lauren and Montie will assist with candidate selection and interviewing.

TREASURER'S REPORT

a. Register of Claims: Melissa Giles moved to pay claims 346-389; LeeAnne Fisher seconded and the motion carried.

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

ANNOUNCEMENTS

An Executive Session is scheduled for 6:00PM Thursday, August 24th to discuss applications received for the Director's position.

The Library will be closed for the Alex Grand Prix Weekend (8/19-20); Labor Day Monday Sept. 4th

ADJOURNMENT

Melissa Giles moved to adjourn the meeting at 7:45pm; Pam Blake seconded and the motion passed unanimously.

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

Respectfully Submitted,

Melissa Giles
Secretary