

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD
Meeting Minutes
September 14, 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: *Public Hearing*

President Bob Rogers called the annual Public Budget Hearing to order at 6:00P.M. No members of the public appeared before the Board to question or comment on the 2018 Budget Proposal. As required, the Hearing remained open for 15 minutes. At 6:15P.M. Melissa Giles moved to close the Public Hearing; Jennifer Ward seconded and the motion passed unanimously.

CALL TO ORDER: Regular Monthly Board Meeting

President Bob Rogers called the meeting to order at 6:15P.M. Minutes of the previous meeting had been sent to each member prior to this meeting. Shelby Thomas moved to accept the minutes as presented; Pam Blake seconded and the motion passed unanimously.

OLD BUSINESS:

a. Staffing changes: Lauren reported to the Board that at the time of this meeting, 2 new staff members have been hired and begun working; she is actively interviewing to fill a part-time Youth Services position. Brad has made the transition to Youth Services Manager, and is already thriving in this role. Lauren mentioned that the teens and children respond well to Brad, and he has great ideas for programs moving forward. Keep up the great work, Brad!

b. Bereavement Policy: The Personnel Committee asked the entire Board to review and agree on the current Bereavement Policy due to an issue that was brought to them recently regarding the amount of paid leave employees are entitled to upon the death of an immediate family member. The Board reviewed the policy, and agreed that going forward there were to be no exceptions made to the amount of paid leave that is currently stipulated in the policy; Three (3) days for immediate family (as defined in the policy), and one (1) day for non-immediate family.

NEW BUSINESS

a. Director Job Description: The Board was provided with copies of the current job description for the Director's position. After reviewing the document, there was some discussion regarding the need to update the description. Suggestions such as providing quantifiable and attainable goals that would provide the employee with facts regarding exactly what is required of him or her, as well as providing transparency to the employee on the standards by which job performance will be evaluated. This in turn will allow a Job Evaluation to be created so that the Director can be reviewed on a regular basis by the Board; allowing salary to be reviewed and increased (or adjusted) as deemed appropriate. The Personnel Committee will take the lead on updating the job description to make it quantifiable. Following approval by the Board of the updated job description, the committee will then go on to develop an appropriate Job Evaluation Form and suggested review time schedule for evaluations (i.e. initial 90 day review, 6 months, 1

year, etc.) Shelby mentioned that the goal of the Personnel Committee would be to have these documents ready by the time the new director has been in place for 90 days.

b. Disposal of Extra Tech Equipment: Eric explained to the Board that he had been working to clear out the clutter upstairs being caused by all of the unused tech equipment being stored. He gave the Board a run-down of several pieces of equipment that could be donated and used by other libraries and organizations that had need for it. Eric also asked for Board approval to have any equipment unsuitable for donation be recycled if possible. Jennifer Ward mentioned that prior to allowing any equipment to go to a recycling facility that Eric should perform due diligence on said facility in order to ensure that they were legally licensed to recycle the equipment. Eric agreed that he would do so. LeeAnne Fisher moved to authorize Eric to dispose of the equipment as he saw fit; Melissa Giles seconded and the motion passed. The Board thanked Eric for taking the initiative to get this area cleaned up.

c. E-Rate Change and Phone Bill: Eric presented the Board with documentation outlining expected internet and data transmission charges for the 1 year period from July 1, 2017- June 2018. Eric explained to the Board how the numbers worked, and it turns out that the proceeds from the grant for these services that the Library received earlier in 2017 will cover the entire cost of said services after we reach the budgeted amount of \$7,000 per year. Eric went on to mention that he expects the grant funds received will continue to cover a portion of these costs even after the 1 year term ends. Thanks for the great news, Eric! As for the phone bill, as Eric explained to the Board the news here was not so great. The finding that Eric reported after reviewing the phone bills over an extended time period is that over the previous 12 month period the monthly bills were approximately \$200 higher each month when compared to the same month the previous year. There was a general feeling of confusion among the Board members as to how this had gone on for so long without being brought to the Board's attention. Since Eric just assumed this duty over the last month, the Board extended our sincere thanks for his noting the discrepancy and bringing it to the attention of the Board. Eric then suggested that there was a good chance that we could get a much better deal on phone service if he were allowed to approach alternate service providers; the Board agreed this was an excellent suggestion, and Melissa Giles made a motion for Eric to move forward with shopping for better phone service rates. Pam Blake seconded; the motion carried, with Eric agreeing to report back to the Board when he had compiled information on other providers.

DIRECTOR'S REPORT:

*Eric went to the Annual Budget Workshop, and after meeting with a representative from the Dept. of Local Government Finance was able to make some minor adjustments that she recommended to maximize the Library's 2018 tax draw. He then submitted the public hearing notice before the Sept. 4th deadline.

*Rachael is taking an online course titled "Creating Top-Notch Customer Service at Your Library." She will finish up with that on October 15th.

*After realizing that there was no longer a senior management member named as the main account holder/administrator for the library with the Mainsource Bank Credit Card Division, Eric contacted Montie for advice on handling the issue. Sept. 11th Eric filed a request with Mainsource to be named the interim account holder until a new director is hired. Because Eric identified and handled the issue timely, he was able to cancel Angela's card when she resigned as well as request a card be issued to Brad. The Board expressed thanks to Eric for taking charge of the issue before it could have possibly become a liability.

*Great progress is being made on the ongoing encoding project. The teen collection is finished, with nonfiction now in the process of being tagged. Juvenile fiction is tagged and ready for the Circulation Dept. to begin encoding.

*The Library has subscribed to 2 new databases. These are Nuwav Legal Docs and AtoZ World Food. Nuwav fills the vacancy left by Gale Legal forms at a fraction of the cost of the Gale products, and it has now been added to the databases available on the library website. AtoZ World Food contains recipes and food culture articles. This link is not yet available to the public via the website, but Eric is working on this and expects to make it available soon. When this becomes available, Eric also intends to use signage in the library to attract patrons to these new services.

TREASURER'S REPORT:

a. Register of Claims: LeeAnne Fisher moved to pay claims 390-439; Shelby Thomas 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:

An Executive Session is scheduled immediately following this meeting to interview our 3rd Directorial candidate.

An Executive Session is scheduled for Tuesday, September 19th to interview the final candidate. Trespass warrants have been issued to Joseph (aka Jayme) Martin and Jessica Trent. These individuals are no longer to be on Library Property under any circumstances

ADJOURNMENT

Melissa Giles moved to adjourn the meeting at 7:00P.M.; LeeAnne Fisher seconded and the motion passed unanimously.

Next meeting scheduled is for Thursday October 12, 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