

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

December 14, 2017

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

MEMBERS ABSENT: LeeAnne Fisher, Melissa Giles

CALL TO ORDER:

President Bob Rogers called the meeting to order at 6:02 P.M. Minutes of the previous meeting had been sent to each member prior to this meeting. Pam Blake moved to approve the minutes; Jennifer Ward seconded and the motion passed unanimously.

COMMITTEE REPORTS:

The ad hoc Facilities Committee walked around the building to look at the windows with the broken seals. They determined that there were no immediate fixes they could accomplish beyond what has already been done to mitigate damage and that the library should look into getting all the windows replaced. Neal has been in contact with two local window companies and is awaiting recommendations and quotes.

The Personnel Committee was unable to meet prior to this meeting but intends to review staff salaries and pay scales for 2018 and possibly make some recommendations to the board at the January meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

- a. In lieu of a recommendation from the Personnel Committee, the board agreed to readopt the 2017 Salary schedule for 2018 without any changes. Pam Blake moved to approve the 2018 Salary Schedule; Shelby Thomas seconded and the motion passed unanimously.
- b. Suzi Remington moved to approve the 2018 Closed Days as presented; Jennifer Ward seconded and the motion passed unanimously.
- c. The 2018 board meeting dates were presented but as there are no exceptions this year to the pattern described in the Library Board by-laws there was no vote needed and they were accepted as presented.
- d. Neal explained that the next several resolutions were necessary to close out the end of the financial year and to leave the 2018 budget in good standing. The resolution to transfer funds moves appropriations from lines that were not entirely expended into lines that that were overspent but the entire budget remains the same. Jennifer Ward asked about future planning for 2017 lines that were overspent. Neal said that he was looking into those and would watch them carefully but that the 2018 budget was already created and there is always a certain amount of guesswork in these calculations. Pam Blake moved to approve the Resolution to Transfer Funds; Suzi Remington seconded and the motion passed unanimously.

- e. The resolution to transfer funds to the Rainy Day fund takes some more of that unexpended money from the operating budget and deposits it into the Rainy Day fund for future needs. Shelby Thomas moved to approve the Resolution to Transfer funds to the Rainy Day fund; Pam Blake seconded and the motion passed unanimously.
- f. The resolution to encumber the Operating fund is for purchases that the library has made but not yet paid for. This ensures that purchases made in 2017 come out of the 2017 budget and not the 2018 budget. Shelby Thomas moved to approve the Resolution to Encumber the Operating fund; Suzi Remington seconded and the motion passed unanimously.
- g. Neal explained that the next three resolutions were to reduce the appropriations in three separate funds for 2017. It is beneficial to the 2018 budget if our final 2017 appropriations closely match our actual 2017 spending. These three resolutions bring our budgets into line with actual spending. Jennifer Ward moved to approve the Resolution to Reduce the LIRF fund; Pam Blake seconded and the motion passed unanimously.
- h. Shelby Thomas moved to approve the Resolution to Reduce the Rainy Day fund; Suzi Remington seconded and the motion passed unanimously.
- i. Pam Blake moved to approve the Resolution to Reduce the Operating fund; Jennifer Ward seconded and the motion passed unanimously.

DIRECTOR'S REPORT:

Neal mentioned that the library did just receive the December tax settlement on December 13th. This helps with our cash flow going into next year. Lauren has completed the DVD genrefication project and is looking at cleaning up the paperback area next. Neal shared a draft agenda for the staff training day on January 15th and invited board members to attend either the whole day or a portion. The morning speaker will focus on community engagement.

LIBRARIAN'S REPORT:

Neal pointed out the higher Hoopla numbers and teen computer use. He attributed the teen computer use to hard work by Brad and youth services staff to engage with the teens and cited very popular teen programs. The Board also commented on the higher door count.

TREASURER'S REPORT:

- a. Register of Claims: Shelby Thomas moved to pay claims 529-577; Suzi Remington seconded and the motion passed unanimously.
- b. Register of Claims for Previous Month: Pam Blake moved to pay claims carried over from November; Jennifer Ward seconded and the motion passed unanimously.

ANNOUNCEMENTS:

Bob asked the board to consider several dates for the 2018 staff picnic. After some discussion September 29th was selected.

Bob commented approvingly on the Christmas dinner and everyone agreed that it was a nice location, food and evening overall.

Suzi gave an update from the Park Board on their search for a Groundskeeper. In short it is not going well despite having several applicants.

ADJOURNMENT

Pam Blake moved to adjourn the meeting at 6:55 P.M.; Suzi Remington seconded and the motion passed

unanimously.

Next meeting scheduled is for Thursday January 11, 2018 at 6:00pm

Respectfully Submitted,

Neal Starkey

Acting Secretary