

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

July 12, 2018

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

MEMBERS ABSENT: None

CALL TO ORDER:

President Bob Rogers called the meeting to order at 6:06 P.M. Minutes of the previous meeting had been sent to each member prior to this meeting. Suzi Remington moved to approve the minutes as amended; LeeAnne Fisher seconded and the motion passed unanimously.

OLD BUSINESS:

Window Update: The new windows have been installed. Neal provided the Board with some details of the installation process, and overall everyone expressed satisfaction with the overall progress of the window replacement project and commended the members of the Facilities Committee for their commitment to seeing this process through to completion.

NEW BUSINESS

a. Salary Policy: Neal submitted to the Board a proposed revision to the existing "Payday Policy," re-titling the revised policy as "Salary Policy." Shelby Thomas explained to the Board why the Personnel Committee, working closely with Neal, had it brought to their attention that revisions to this policy were necessary. Some discussion ensued; Shelby, along with Neal, fielded questions regarding how the suggested revisions were determined. The Board was further made aware of the fact that several long term employees had not received appropriate performance based or COLA increases in quite some time. The Board quickly agreed that this was not acceptable as retention of valuable staff members was being put at risk due to lack of consistency in pay increases and pay levels not being commensurate with comparable job descriptions at similar sized libraries in our locale. Although in general Board Members were inclined to discuss this item in greater detail, it was agreed that the issue should be attended to immediately rather than be tabled until a later date. It was also mentioned that the proposed Salary Policy was worded so that the Board and Director would have discretion in revisiting pay ranges and increases on an individual or as needed basis. Melissa Giles moved to approve the proposed revisions to the policy; Pam Blake seconded and the motion passed unanimously.

b. Salary Schedule: Upon the approval by the Board of the previous agenda item, Neal presented the Board with an proposed updated Salary Schedule that would increase the pay ranges of several positions, bringing them up to a level comparable to salary ranges at similar sized and classed libraries. Pam Blake moved to approve the proposal, and Jennifer Ward seconded. The motion passed unanimously.

c. Personnel Actions: Neal presented the Board with a summary of all personnel changes occurring over the previous month. He explained that this summary is intended to be presented to the entire Board at each Board Meeting going forward in order to ensure that everyone was aware of any and all changes

made in personnel including recommendations taken by the Personnel Committee, staff resignations, changes in pay rates and any other actions of this nature. The Board discussed the personnel actions that were reported for the previous month. Melissa Giles made a motion to approve the personnel actions as presented. Suzi Remington seconded the motion and it was passed unanimously.

d. Tuition Reimbursement Request: Neal presented the Board with a request he had received from a staff member requesting reimbursement for continuing education expenses that met the requirements outlined in the current policy pertaining to guidelines established in order to ensure that tuition reimbursement funds were awarded appropriately. Pam Blake moved to approve the request and Melissa Giles seconded. The motion passed after some brief discussion that determined the Board would like to revisit this policy with the intent of possibly allowing for a higher reimbursement rate for employee tuition in the future.

e. Grand Prix Closing: As in previous years, the Alexandria Grand Prix route will preclude patrons from using Library facilities during the weekend of the Race. Pam Blake moved to close the library for the race weekend which is August 18th and 19th. LeeAnne Fisher seconded and the motion passed.

f. Little Free Pantry: This was an informational agenda item. Neal explained the concept of this type of pantry so that the Board would be aware, but there was little discussion at this meeting. It was agreed that if anyone felt it necessary for the Board to pursue more information on this topic that it would be revisited at a later meeting.

g. August Board Meeting: Neal asked that the Board consider moving the August meeting from the 2nd to the 3rd Thursday in August, which would be the 16th. No one had any conflicts with this date, and Melissa Giles made a motion to move the next meeting to August 16th. Shelby Thomas seconded and the motion passed.

DIRECTOR'S REPORT:

The Board reviewed the Director's Report, and briefly discussed several items of interest.

TREASURER'S REPORT:

Register of Claims: LeeAnne Fisher moved to pay claims 277-334; Shelby Melissa Giles seconded and the motion carried.

ADJOURNMENT

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

Next meeting scheduled is for Thursday August 16th, 2018 at 6:00 P.M.

Respectfully Submitted,

Melissa Giles

Library Board Secretary

EXECUTIVE SESSION:

Bob Rogers called the Executive Session to order at 6:41 pm for the purposes of discussing the Director's six month evaluation. No subject matter was discussed in the executive session other than the subject matter specified in the public notice. Pam Blake moved to close the Executive Session at 7:16 pm; Shelby Thomas seconded and the motion passed unanimously.