

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD
Special Meeting Minutes
December 19, 2018

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

MEMBERS ABSENT: LeeAnne Fisher

CALL TO ORDER:

President Bob Rogers called the meeting to order at 6:07 P.M. At that time he turned the meeting over to Shelby to speak on behalf of the Personnel Committee (PC).

OLD BUSINESS:

Personnel Committee Recommendations continued:

After covering much of the same ground as the last meeting since Bob and Melissa were not in attendance, the Board moved on to discussing which person will cover what duties and how they should be compensated until a new Director is hired. After detailed discussion among the Board members, there were a few revisions made to the PC's initial recommendations. The following are the recommendations as they were approved at this meeting.

**Sarah Wallace as Interim Director with the responsibility for attending Board Meeting, HR, Annual Report, and stats. Temp. pay \$20/hour

**Rachael Neese as Tech Services Manager with the added responsibility for bookkeeping, payroll, and Gateway reports. Temp. pay \$20/hour

**Brad Sowinski as Youth Services Manager with the added responsibility for Collection Development, IT and Facilities. Temp. pay \$20/hour

**Melissa Hexamer as Interim Circ Manager with all the responsibilities the position normally entails. Temp. pay \$12/hour

All assignments and pay increases will begin on December 24, 2018. They will end when the new Director is hired. She or he will be expected to make recommendations on reallocating duties and salaries,

Bob moved to approve these temporary appointments based on recommendation of the PC; Melissa seconded and the motion passed unanimously.

OTHER BUSINESS:

Long Range Plan 2019-2021: The Board reviewed this document prior to the meeting, and the only changes that were requested was cleaning up a few typos. Melissa moved to approve the plan with the corrections made; Shelby seconded and the motion carried.

Jennifer mentioned that she would like to look into providing current employees with surveys regarding the workplace. They could do these anonymously and perhaps be more candid with answers that might show us any issues that the staff are dealing with and that we are not aware of. She received positive responses to this, and she will start doing some research about workplace surveys. She will report back to the Board as she gets results.

ADJOURNMENT

Melissa moved to adjourn the meeting at 7:35 P.M.; Susie seconded and the motion passed unanimously.

Next meeting scheduled is for Thursday January 10th, 2019 at 6:00 P.M.

Respectfully Submitted,
Melissa Giles
Library Board Secretary