

## ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

### Meeting Minutes

February 14, 2019

**MEMBERS PRESENT:** Bob Rogers, Shelby Thomas, Melissa Giles, LeeAnne Fisher, Susie Remington, Jennifer Ward and Interim Director Sarah Wallace. *\*Pam Blake joined the meeting via FaceTime to observe.*

*Note: Library Management staff sat in on the meeting.*

**MEMBERS ABSENT:** None

#### CALL TO ORDER:

President Shelby Thomas called the meeting to order at 6:05 P.M. Minutes of the previous meetings had been sent to each member prior to this meeting. Thomas mentioned that the minutes should be corrected to reflect that Fisher's Board term would be up in March and that she will have served the maximum of 4 consecutive terms at that time. As she served as acting secretary in January, Susie Remington will make the required changes to the minutes. Remington moved to approve the minutes with corrections, and Jennifer Ward seconded. The motion passed unanimously.

#### OLD BUSINESS:

- a. Susie Remington reappointment: Wallace stated that Remington was on the agenda to be reappointed at the next County Council meeting.
- b. Building Committee Report: Bob Rogers reported that the Building Committee determined the downstairs employee restroom will require a complete remodel. The upstairs restroom, due to space constraints, will have hot water run to it only. Also needed is aluminum wrapping on two of the new windows. One company has been out to tour the building in order to provide a repair estimate. Rogers said the committee is attempting to secure an estimate from a second vendor as well and he will report back to the Board as soon as both estimates are received.
- c. Employee Survey: Jennifer Ward asked if the Board was ready to move forward with the employee survey that was discussed at the January meeting. She presented a suggested list of three questions for the survey that Board members then reviewed and discussed. Thomas asked Wallace her opinion of how the staff would respond to the survey. Wallace commented that she did not believe that they would be receptive; her thought was that staff would be concerned about anonymity and confidentiality and would not fill out the survey because of this. Discussion ensued, and Ward suggested creating a survey box that could not be accessed by unauthorized parties, where the staff could feel safe in placing completed surveys. Thomas called for a vote on the issue, and Remington moved that the survey be distributed to the staff. Giles seconded and the motion passed. Ward offered to create and place the box for the survey, and also refine the survey questions. She will email the survey questions to the Board for approval and then forward to Wallace. Wallace will then distribute the survey to the staff.

#### NEW BUSINESS

- a. Additional Disabled Parking Spot: Wallace explained to the Board the need for additional parking for disabled library patrons. There was some discussion among Board members focusing on the need for the spot and possible location for it. Thomas called for a vote, and LeeAnne Fisher moved to have Bob Rogers start the process of getting a new spot approved. Giles seconded and the motion passed unanimously.
- b. Sue Miller (maintenance) Request: Sue Miller has requested a pay increase of \$10 per week according to Wallace. Questions from Board members included: Does she work for the library? No, she is an outside contractor. What is she being paid now and for how long? We are paying her \$110 per day, \$330 per week. It has been at least 5 years since her pay was increased and she does a good job. Does she have a contract? Wallace has not been able to find one so far, but is still sorting through documents. Board members agreed that prior to giving Ms. Miller a pay increase, there needs to be a contract in place for her services. After further discussion, no consensus was reached regarding whether we should have a contract drawn up or ask her to provide one. Thomas asked for the Board's agreement to table this issue until the next meeting; all were in agreement and the matter was tabled.

c. 2019 Nonresidents Fee: Wallace stated that the fee amount is unchanged from 2018. Bob Rogers moved to approve the Nonresidents Fee for 2019; LeeAnne Fisher seconded and the motion passed.

d. Open Door Law/Meeting Location: Wallace explained to the Board that she had been approached by patrons who were interested in attending Library Board meetings but did not know if they were welcome, and if they were when and where the meetings were held. She mentioned that she was concerned about the accessibility of the 2<sup>nd</sup> floor conference room, and wondered if the Board would consider moving the meetings back into the room downstairs that was previously used for that purpose. Board members discussed several options, but came to the conclusion that it would be better for several reasons to keep the meetings in the current location. It was suggested that on meeting nights signs could be posted next to the downstairs elevator entrance directing patrons to the upstairs conference room.

#### **DIRECTOR'S REPORT:**

The Board reviewed the Director's Report and briefly discussed several items of interest. Wallace explained that she and Rachael had to step in and handle snow removal duties recently when it was discovered that the contractor employed to handle snow removal had not been keeping up the requirements of the contract. Wallace terminated the contract with that individual, and since has hired a new contractor for snow removal and is so far pleased with the results. Thanks for stepping up, Rachael and Sarah! Your hard work and dedication is an inspiration.

#### **LIBRARIAN'S REPORT:**

Shelby Thomas questioned the reason for the large increase in Hoopla borrows. Wallace explained that Brad Sowinski met with our Hoopla rep and had changes made to our contract with them. It was set up that any Hoopla budget not used by patrons at the end of each month was forfeited. With the new set-up money leftover at the end of the month rolls over and is available for use the next month. Way to go Brad!

#### **TREASURER'S REPORT:**

Register of Claims: Susie Remington moved to pay claims 42-96; Shelby Missy Giles seconded and the motion carried.

#### **ANNOUNCEMENTS:**

- a. Treasurer to Submit Annual Financial Report: Pam Blake is due back from AZ on February 20<sup>th</sup> and will take care of this at that time.
- b. Permissions for PNC Account: Same answer as previous.
- c. In- Service Scheduled Next Week: Wallace gave a rundown on the plans for in-service, including active shooter training being provided by the police chief.
- d. Archie Prince: Wallace mentioned that today she received notice that Prince was appointed by the Counsel to serve on the Library Board.

#### **PUBLIC COMMENTS:**

LeeAnne Fisher suggested scheduling Library Board Training through the ISL for after Archie Prince joins the Board. Shelby Thomas agreed and added that the Board binders require updating.

Jennifer Ward handed out copies of the Open Door Law that the ISL suggested all Board members have.

Ward then suggested that the Board decide how to handle patrons requesting Board members' personal contact info. After some discussion, Board members agreed to ask Brad Sowinski to set up an email address for the Board to post on the library web site. Wallace explained that it could be set up so that incoming email would be automatically rerouted to each Board member's personal email.

Ward next asked Thomas to explain the policy for requesting items be added to the Board meeting agenda. She explained that she would have preferred to have the items covered here to have been agenda items but had not been allowed to add them. She went on to say that previously it had never been a problem to add items, and that

if the policy had changed she felt that the Board needed to be advised as to what was now acceptable. Thomas responded that she as Board President would accept items for the agenda throughout the month, and all items needed to be received by her no later than 4pm on the Monday prior to the scheduled Board meeting. After that time she would be meeting with the Director to compile the Board meeting packet and the agenda would be set. Discussion ensued, but nothing of note.

Wallace will have the Executive Sessions for interviews notice posted by tomorrow morning.

**ADJOURNMENT**

LeeAnne Fisher moved to adjourn the meeting at 7:40 P.M.; Bob Rogers seconded and the motion passed unanimously.

**Next meeting scheduled is for Thursday March 14th, 2019 at 6:00 P.M.**

Respectfully Submitted,

Missy Giles  
Library Board Secretary