

Alexandria Library Board Minutes, January 13, 2022

Member present: Gloria LeMaster, Larry Oliver, Kim Terry, Missy Giles, John Dockrey, Shelby Thomas and Director Sarah Wallace
Absent: Laure Jean Rowe

Call to Order: Gloria called the meeting to order at 6:01 PM.

Minutes: Shelby made a motion to approve the minutes from the previous meeting. Missy seconded. Motion passed.

Old Business: Missy made a motion, and it was seconded by John to approve the officers for 2022. Officers nominated were Gloria for President, Laura Jean for Vice President, Larry for Secretary and Kim for Treasurer. Motion passed.

Proposal was presented for the 2022 Closed Days for the Library as follows: January 1st, January 17th, April 17th, May 30th, July 4th, September 5th, November 11th, November 24th, November 25th, December 24th, December 25th, and December 31st. Motion was made by John and seconded by Shelby. Motion passed.

Board Meeting Dates were presented for the second Thursday of every month. Motion was made by John and seconded by Larry. Motion passed.

Sarah informed everyone that the library now has some toilets that are out of order and have to be replaced. A bid was submitted that would replace two toilets with pressure assist toilets at a cost of \$1,724.00. Sarah is going to try and get a second price locally from someone who can also do the work immediately. Motion was made by Shelby and seconded by Missy to allow the toilets to be replaced either by Plumbing Doctors for the \$1,724.00, or by a company that can come in quickly with a lower bid. Motion passed.

New Business: the books for 2021 closed out nicely and there was “nothing wonky”. A motion was made by John and seconded by Shelby to transfer funds between accounts to make sure everything is in good standing. Motion passed.

Resolution was presented to increase the Capital Asset threshold from \$1,000.00 to \$5,000.00. Motion was made by Larry and seconded by John. Motion passed.

The Capital Assets and Depreciation Policy was presented, and a motion was made by Larry to accept and seconded by John. Motion passed.

Director’s Report: Jerry Hughes celebrated his 12 Year Anniversary in December.

Sarah shared that now both bathroom toilets need to be replaced.

Food for Fines wrapped up and brought in over 300 cans and covered approximately \$174.00 in fines. The wreath auction also managed to raise over \$250.00 in addition to the large donation of toys.

Youth programming numbers are continuing to increase. The new youth services team made their first school visits last month, and the library has already seen an increase in patronage due to these visits.

Christmas Parade was another success and the library managed to bring home the Judge’s Choice Trophy for the second year in a row.

Remaining 16 computers that were ordered have now landed and are Indiana.

Librarian’s Report: Sarah shared Hoopla Report stats.

Treasurer's Report: All banks have balanced as of 1/01/2022.

A motion to approve the Register of Claims 1-34 for January, and 515-573 for late November and December, was made by Missy and seconded by Larry. Motion carried.

Board of Finance: A motion was made by Shelby and seconded by Missy to close the Regular Board Meeting at 6:44 PM, and to open the Board of Finance Meeting at 6:44 PM. Motion passed.

Motion was made by Shelby and seconded by Missy for Gloria to be the President of the Board of Finance and for Larry to be Secretary. Motion passed.

Investment policy was reviewed by all and a motion to accept was made by Shelby and seconded by Missy. Motion passed.

Shelby made a motion to use the Alexandria Times-Tribune and the Anderson Herald Bulletin as the designated newspapers for publications. It was seconded by Missy and the motion passed.

At 6:46 PM, Shelby made a motion to close the Board of Finance Meeting and it was seconded by Missy. Motion passed.

At 6:46 PM, Shelby made a motion to reopen the Regular Board Meeting and it was seconded by Missy. Motion passed.

Announcements: Sarah presented the Board with her schedule for Maternity Leave. Motion to accept the current plan was made by Missy and seconded by Larry. Motion passed. Upon return, Sarah and the Board will the review the current Maternity Leave Policy for any further review or possible adjustments.

Public Comments: Missy let everyone know that the Park Board is looking for public input, and she also provided everyone with a survey in regard to the parks in Alexandria.

Adjournment: Larry made a motion to adjourn, and Shelby seconded. Motion carried. Meeting adjourned at 7:01 PM.

Next meeting is Thursday, February 10th at 6:00 p.m.

Respectfully submitted,
Secretary, Larry Oliver