

Alexandria-Monroe Public Library  
Board of Trustees  
February 13, 2020  
Minutes

**Members Present:** Shelby Thomas, Archie Prince, Jennifer Ward, Pam Blake, Missy Giles, Susie Remington, Bob Rogers and Library Director, Sarah Wallace.

**Members Absent:** None

**1. Call to Order:** President Shelby Thomas called the meeting to order at 6:07 pm.

## **2 Approval of:**

**a. Agenda:** Giles moved to approve, Prince seconded. Motion passed unanimously.

**b. Minutes of December meeting:** Blake moved to approve the minutes, Rogers seconded. Motion passed unanimously.

**c. Financial Report:** Giles moved to approve, Blake seconded. Motion passed unanimously.

**d. Directors Report:** Rogers moved to approve, Prince seconded. Motion passed unanimously.

## **3. Old Business:**

**a. Building Committee Reprt: (items i and ii were heard in reverse order of agenda)**

**i. Parker Lighting Proposal:** Dan Parker addressed the Board and discussed the pricing of his bid, that the re-fit would be done during business hours but they would try to limit inconvenience to staff and patrons, and he anticipated a 5-10 business day time frame, a check to cover materials would be due before project is started with the balance due upon project completion.

Blake moved to table, Giles seconded. The motion passed unanimously.

**ii. Opening of Bids-Parking Lot Project:**

Carl Bell \$36,650.00                      Kleenco \$34,605.55

Archie Prince opened two sealed bids that were received. The bids were viewed by all Board members and Prince stated he would email the bids to all Board members.

Prince moved to table the bids to the March meeting, Blake seconded. The motion passed unanimously.

**b. Bylaws:** It was decided that Articles I, II, III, VIII and X do not need to be revisited.

Board members were assigned articles to review as follows:

Pam Blake IV, Archie Prince V, Missy Giles VI, Jennifer Ward VII, Susie Remington IX.

Suggested changes/revisions are due at the March meeting.

**c. Website Update:** Wallace reported that the website is nearly completed and that it should be up and running by March 1, 2020.

**4. Personnel Report:** Nelly DeVault, Circulation Manager resigned and Rachael Neese, Technical Services Manager, decreased her hours from 40 to 35 hours per week.

## **5. New Business:**

**a. 5 Year Plan:** Wallace presented the 2020-2025 Long Range Plan.

Giles motioned to table the long range plan to the March meeting, Remington seconded. Motion approved unanimously.

**b. Assistant Manager Job Description:** Wallace presented the assistant manager job description. She explained that the issues that developed in the Circulation Department would be handled by Rachel Neese while she was on duty, and then to Wallace when Neese was not on duty.

Blake moved to table the Assistant Manager Job Description to March meeting, Giles seconded. Motion passed unanimously.

**6. Director's Report:** Wallace shared the highlights of her report.

**7. Librarian's Report:** Wallace shared the highlights of the Librarian's report.

## **8. Treasurer's Report:**

**a. Financial Report** This report was made available to the Board members prior to the meeting.

**b. Register of Claims:** Rogers moved to approve claims 37-89 and Prince seconded. Motion passed unanimously.

**c. Held Over Claims:** Giles moved to approve held over claims and Blake seconded. Motion passed unanimously. \* No held over claims numbers given in motion

## **9. Announcements:**

a. Giles announced she would bring in Valentines Day baskets for the staff tomorrow from 11am-1pm and would like help assembling them.

b. Remington gave Park Board report.

b. Remington asked about the school board meeting on Monday, February 10th. Thomas responded with a rundown of the meeting.

## **10. Public Comments:**

a. Thomas gave Duane Pickett a copy of the attorney's answers from the questions Mr. Pickett submitted.

b. Ward asked about her appointment. Discussion followed.

Prince moved that Wallace sends a letter to the school board clarifying Ward's willingness to continue her role on the board and explaining the circumstances that got us to this point with Thomas signing the letter also, Blake seconded. Motion passed unanimously.

**11. Adjournment:** Roers moved to adjourn and Giles seconded. Motion passed unanimously.

Next meeting is March 12th, 2020.

Respectfully submitted,  
Jennifer Ward  
Library Board Secretary

