

Alexandria-Monroe Public Library

Board of Trustees

March 12, 2020

Minutes

Members Present: Shelby Thomas, Pam Blake, Jennifer Ward, Missy Giles, Susie Remington and Director, Sarah Wallace.

Members Absent: None

1. Call to Order: Shelby Thomas called the meeting to order at 6:00pm.

2. Approval of:

a. Meeting Agenda Blake moved to approve, Giles seconded. Motion passed unanimously.

b. Minutes of Previous Meeting: Giles move to approve, Remington seconded. Motion passed unanimously.

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

d. Directors Report: Giles moved to approve, Blake seconded. Motion passed unanimously.

3. Old Business

a. Building Committee Report

i. Parking Lot Project: Wallace provide the Board with both the Bell and Kleenco bids. Bell sent references to the Board for review.

Giles moved to accept Carl Bell's bid for the concrete work, Remington seconded. Motion passed unanimously.

Wallace will get a certificate of completion from Carl Bell.

ii Parker Lighting: The first lighting bid cannot be located. Wallace will continue looking for it and reach out to former board member, Archie Prince, to see if he has it.

President Thomas polled the table to table the lighting project until the April meeting. Unanimously agreed to table to April.

b. 5 Year Plan Wallace presented 5 Year Plan. Discussion of plan. Wallace will review Giles' changes and corrections and get the revisions out to the Board.

No motion or polling of table to table the plan or take action.

c. Assistant Manager Job Description Wallace presented job description to board. Discussion followed.

Thomas polled the table if they were ready to vote. Board unanimously ready to vote.

Giles moved to accept the administrative assistant position with the changes suggested-name changed from Assistant Manager to Administrative Assistant, the third point under essential duties and responsibilities changed to read, "may provide input in performance appraisals of staff", salary grade changed to grade 101 and that Sarah re-submits it to the Board before she fills the position, Blake seconded. Motion passed unanimously.

d. Bylaws

i. Remington recommended no changes to the Conflict of Interest section

Blake moved to accept the Conflict of Interest section with no changes, Giles seconded. Motion passed unanimously.

ii. Blake presented the Personnel Committee section and is still working on wording.

No motion or polling of table to take action or table.

iii. Ward presents changes to the Responsibilities of Director. Ward suggested adding in Section 1 "recommends to the board, for their approval, the hiring and firing of staff;" This addition is taken from page 41 of the Indiana Trust

Ward also suggests removing "except those parts of those at which his appointment is to be discussed or decided." As this sentence violates the Open Door Law.

Giles moved to accept the Responsibilities of the Director section of the by-laws with the changes Ward suggested, Blake seconded. Motion passed unanimously.

iv. Article V of by-laws re-assigned to Giles as Prince has resigned from the Board.

4 New Business

a. 2020 Nonresident Fee Resolution Wallace presented resolution to the Board

Giles moved to accept 2020 Nonresident Fee Resolution as presented, Remington seconded. Motion passed unanimously.

b. Board Appointments

The Secretary will notify the appointing authority for Rogers and Prince that they have resigned and ask for new appointments.

5. Director's Report Wallace presented report to Board.

6. Librarian's Report Wallace presented report to Board.

7. Treasurer's Report

a. Financial Report Made available to the Board prior to the meeting.

b. Register of claims Remington moved to pay claims 116-141, Giles seconded. Motion passed unanimously.

c. Held over claims Remington moved to pay claims 90-115, Blake seconded. Motion passed unanimously.

8. Announcements

a. Wallace will use PTO for March 23rd-27th for vacation. Wallace will send the Board a reminder of her absence the day before and has appointed Rachel then Brad as the point person in her absence.

9. Public Comments

Remington presented Park Board Report and asked if park surveys could be placed at front desk for a short period of time.

Wallace stated that closures due to the corona virus was a local decision.

Giles asked Thomas if she was going to re-schedule the Executive Session that she did not attend and subsequently cancelled. Thomas replied "I am not going to be rescheduling cause I did not schedule to begin with. It's not my meeting."

Ward asked if the Library would be giving recommendations to the appointing authorities. if Wallace could post the Board vacancies on the Library's website with interested parties directed to forward a letter of interest to the appointing authority. Wallace answered that she would take care of getting the vacancies posted on the library website and in the library.

10. Adjournment Giles moved to adjourn, Blake seconded. Motion passed unanimously.

Next meeting: Thursday April 9th at 6pm

Respectfully submitted,

Jennifer Ward

Library Board Secretary