

## **Alexandria-Monroe Public Library**

### **Meeting Minutes**

August 8, 2019

**Members Present:** Shelby Thomas, Archie Prince, Melissa Giles, Jennifer Ward, Suzie Remington, Pam Blake, Bob Rogers and Sarah Wallace

**Members Absent:**

**Others Present:** Jenny Corbett (left @ 6:50), Jarrod Paskell, Brad Sowinski and Rachael Neese

### **Call to Order:**

Shelby Thomas addressed Jennifer Ward about the plans she gave to Kurtis Swegman. Ward explained that she did not hand over the plans to Swegman, he took them. Thomas asked if he physically took them from her hands and Ward stated she was unsure and would have to watch the camera. Thomas explained that if we did have to involve legal action that our only copies of the plans are now in the hands of Swegman. Ward states that she took pictures on her phone of the plans and sent those pictures to Sarah and saved them on her phone as well. Ward believes Swegman will give the plans back and if we wanted them right away, she would ask for them back. After a little more discussion, it was decided we will come back to this topic after we approved said items. Ward states I think we need to start the meeting and then we will talk about it in the landscape if you want. Thomas states that she has a right as President to ask a question, and it's just not on the agenda and I was wondering if the plans were back. Ward states nope, I already addressed that. Then Ward states Shelby you don't have to stare daggers at me sweetie. Then Thomas states, Jennifer, let's start the meeting, why don't we?

Shelby Thomas called the meeting to order at 6:10 PM

Shelby Thomas states that before that agenda is approved that we have a very pressing agenda. It is very full, so if there are corrections, please bring them up, but try to not add anything. Jennifer Ward has two items she would like to bring up and those are as follows:

1. Landscaping - Thomas states will be brought up in the building committee section.
2. Sarah to find the appointment papers - Wallace replies that it's in the works. Because she has to get with the Recorder to get the official copies.

Shelby Thomas needs a motion to accept the agenda as presented with no amendments. Pam Blake made a motion to accept the agenda with Archie Prince seconding her motion.

Shelby Thomas asks for the board members to read the minutes from the previous meeting and the notes taken and see if they had any questions or corrections. Pam Blake and Jennifer Ward express concerns that the minutes as presented are signed by Rachel Neese, not the Board's secretary. Thomas needs a motion to accept the notes of the July board meeting as written. Melissa Giles asked once the notes are accepted, can she change something if needed to add to her document. There was a short discussion before Bob Rogers made a motion to accept the July board meeting notes as written with Suzie Remington seconding his motion. The motion carries.

Shelby Thomas states that we need to go back and do the same thing for accepting the Agenda. All those in favor (Board replies with ayes) Thomas states all those opposed (No replies) Thomas states abstain.

Shelby Thomas needs a motion to accept the financial report as written. Melissa Giles makes a motion to accept the financial report with Pam Blake seconding her motion. The motion carries.

Shelby Thomas needs a motion to accept the director's report as written. Archie Prince made a motion to accept the director's report with Bob Rogers seconding his motion. The motion carries.

### **Old Business:**

Shelby Thomas asks for a building committee report. Thomas asked Bob Rogers about the handicap parking space which his response was that it was all done and in place. Thomas points out that when you park in the space, that the handicap sign is behind your vehicle.

Thomas then asked about the LED lights. Archie Prince let us know that Brad Sowinski had gotten some lighting figures and we are now waiting on proposals. This will be tabled until the September meeting.

Thomas asked Bob Rogers how he felt about the landscaping project. Rogers states that he was upset that Jennifer Ward took Kurtis Swegman around on a walkthrough when he was the head of the building committee during this project and he believes that he should have been the one to do this. He believes that Ward has lost how the chain of command works on a board. Melissa Giles comes in to say that she has just read all the emails back and forth and she thought it was ok for the board to come and look around. Archie Prince replies to this as yes, we want people

looking around, but we have a building committee in place for a reason. With the chain of commands, the building committee should have the final say in this project. Thomas mentioned that she had talked to Swegman yesterday at 8:30 and wanted to meet, but Sarah Wallace was due to be in Indianapolis all day. Thomas told Swegman that once she talked with all the board members that they would schedule a time to go over the plans. Swegman informed Thomas that there were still a few items that needed completed, so Thomas said she would set a meeting with the building committee and whatever other board members that wanted to go over the plans next week. Pam Blake speaks up and says she is disappointed about the lack of local contractors working with Swegman to do our landscaping. Not one local contractor that he mentioned helped with the project. She is also disappointed that all the work was not completed in the spring like stated and that the amount of hours he puts in per week adds up to little or no work at all in the end. She believes that Swegman has not followed through as a vendor. Wallace states at this time that the board needs to refrain from talking about a vendor until they hold an executive session to do so. Wallace mentions that the landscaping can be discussed, but the vendor may not be discussed in an open meeting. Thomas wants to plan an executive session after the final walk around with Swegman. She mentions next Wednesday at 6:00 PM to hold the executive session. Rogers states that he may or may not be here due to family obligations. Ward questions at this time how many times the building committee reached out and talked to Swegman about his progress and our expectations. She would like to have a list with this information. Thomas mentions that she has contacted Swegman many times through email and Swegman will tell you what he will be doing in the next day or two and nothing gets done. Again, Wallace explains even though it is super hard to get ahold of Swegman, we need to refrain from talking about a vendor in an open meeting. Archie Prince comes in to clarify the situation. If someone on the building committee wanted to contact Swegman, they were to contact Thomas to get ahold of Swegman. Thomas was the contact person for all inquiries going to and from Swegman. No we did not record all calls or all the contact we made with Swegman. Prince reminded Ward that she is not on the building committee and she is just a board member. Ward needed to have contacted Rogers or himself if she was unsure about Swegman and the plans and they would have contacted Thomas. Just as Thomas is the point person for this project, Prince states that he will be the point person for the lighting project. So everything will need to go through him. Prince states to function as a board, we all need to work together. Ward is upset because nobody took it upon themselves to do this, nor did they let her know what she was doing was wrong. Ward explains that she asked to see the plans and had Wallace leave them at the front desk for her. While she was looking at the plans outside, Swegman took the plans from her. This is when Ward took a picture of the plans on her phone so we would have a copy. Swegman is to bring the plans back, but up to this point, he has been doing the whole project from memory as we had the only copy of the plans in Wallace's office. Ward states that she was unsure of what to do at this point. Thomas comes in and says that she wants to work for the common good and always have a point person for any project. Rogers is phasing out of the building committee and onto the

personnel committee, so he will not be a point person for projects such as these. Thomas states that to many cooks in the kitchen and it becomes counterproductive. It was made known that one person on the board cannot make a decision for the whole board. There was even more discussion on the landscaping project when Blake said that we have talked about this enough. Ward would like to have a duties list of all the board members. This is when asked why there was no contract in place for Swegman. Thomas states that we voted as a board on his bid and then we just went by faith that he would complete what he stated. Ward expressed that she wanted a signed contract with Mr. Bell which she was told that we have had one for a few weeks now. Thomas states that next Wednesday, if Swegman is available, we will do a final walk through and then go straight into the executive session where everyone will have a voice. Ward wants to discuss what can and can't be said in the executive sessions. Wallace explains that the discussion to be held at the executive session will be a vendor chosen by the library. Ward wants to know who is in charge of getting all the contracts signed and getting them to the board members. Thomas states that this is the responsibility of the project manager. Each contract will have a start and end date with a penalty clause attached. Prince states the he will make sure to bring in the contractor before anything is set. The project manager can change with the project going on. Whoever is assigned the project becomes the project manager. Giles questions about all questions going through the project manager and the answer was yes. Ward apologizes and explains that she did not mean to undermine anyone's authority. She states again that she still has the pictures of the plans on her phone. Ward does want everyone to know that it bothers her that everyone didn't call or ask what she was doing. Wallace is to post for an executive session for Wednesday. Wallace is going to contact Sylvia to make sure everything we are doing is ok and Thomas said sounds like a plan of action.

Archie Prince comes in with a parking lot update. Prince said that he has talked to EB contracting company and they are too big for this project. He was able to ask EB many questions before they left. EB does not believe that a structural engineer is needed as they believe it is just bad concrete from longevity and how much parking goes on. They believe a total rip out and re-due is what would be best for our parking lot. They said we could angle the lot more and give the water more run off. A complete new lot with concrete is estimated at \$50,000.00. If we went with asphalt, we are looking more about \$25 to \$30,000.00. Asphalt is known to break up easier than concrete. Thomas states that Bob Rogers can get us maps to see what is underneath the concrete. Thomas also asks if all the concrete work is on our property. If we could get the city to pay for some that would save us a lot of money. Rogers states at this time that he will only get maps if there are maps available. Prince states he wants to get all the quotes for the parking lot and then start getting quotes on the roof. Pam Blake said that Carl's company did the Historical Society's roof and Prince said that he planned on getting with Carl for a quote. Wallace wants to know when we are planning to do the parking lot and Prince states not until the spring of next year at best.

There was nothing to report on the personnel committee report.

Shelby Thomas said that she is working with John on the automatic updates to the policies and the grievance policy, but she has had some other issues and will need some more time until next month.

Wallace gave a GoMad update. She was able to get ahold of a representative and we will be using this as a free advertising for the library programs. We need to submit our items at least 10 days prior the event.

Pam Blake gave an update to the crisis training program. She states that she has been watching some videos on these topics and again wants to know exactly what we want trained on. Ward would like to see training for both library employees and the Board for when a crisis happens in the library, what are the steps and procedures to follow to get the situation handled properly. Blake mentions that on September 19, 2019 at the Alexandria Community Center, there will be a crisis training on Mental Health First Aid. It will be \$30.00 a person but you will be certified when you complete the day class. Blake is also going to go back and check into the one on suicide in Anderson.

### **New Business:**

Sarah Wallace says that we are on point with our budget plans, but if anything needs changed, we must change it tonight so it can be submitted in September. It was talked about that we shoot for concrete on the pavement project so if we need more money in that budget, we need to move it. Shelby had a couple questions about merging some of the accounts that were basically the same name and Wallace said this will take time and some doing but it can be done. Wallace stated that we are moving \$25,000.00 from 4.4 furniture & equipment to 4.3 improvements other than buildings. Shelby Thomas needs a motion to accept Sarah's proposed budget. Melissa Giles makes a motion to accept the budget with Pam Blake seconding her motion. The motion carries.

Wallace asked the board to help her with \$3000.00 of tuition reimbursement for the end of her college career. Wallace has copies of her GPA and all other documents to prove that she kept up with her studies. Archie Prince makes a motion to give Wallace the reimbursement money with Pam Blake seconding his motion. The motion carries.

Sarah Wallace gives a proposed policy on items such as bedbugs and how to handle the patron who brought them in. Wallace wants the board to look over the policy and give any changes for the September meeting.

Bob Rogers is to give the personnel committee report. Rogers states that the personnel committee went through the employment agreement last night with Sarah having a LC3. The proposed starting pay for Sarah Wallace will be \$55,000.00. Archie Prince asked that we are agreeing on the agreement and the wage. Prince wanted to know what the salary schedule was for the director. This was answered as \$47,800.00 to \$72,000.00. He also asks where Wallace was in pay now, which the response was \$41,600.00. Prince wants to know where this all goes from here. Shelby Thomas states that the contract will go to John and then come back to be signed by the proper board members. Rogers says that if we all agree tonight then it should take affect tonight. Thomas states that we cannot do this legally, but when the contract comes back from John, we will make the money available. Jennifer Ward explains that she doesn't like to rush into any contract and would like to look over the contract and meet back in September. Wallace states that she is aware of how slow the board is to make decisions, so she is fine to wait. Thomas explains that nothing changed to the contract from 2017 except the black out lines. Prince says that if John made the contract and we agreed then and he is our lawyer then it is a sound contract. Rogers says that if we were talking about a new contract then when should take another month to look things over. But this is a contract we accepted for Neal and we should not need another month to look it over. Ward wants to see the contract wrote up before she agrees to anything. Pam Blake states that we still have to agree on a salary tonight because this needs submitted to John. Melissa Giles says we can review the contract after John writes it and emails everyone. Prince says if there are corrections by anyone, they need to be emailed to the whole board. Thomas is going to be in contact with John. Thomas asks for a motion. Bob Rogers moves to award Sarah Wallace a salary of \$55,000.00 with Melissa Giles seconding his motion. The motion carries.

### **Director's Report:**

Sarah just got back from a workshop at the state library and has another one next Wednesday. Brad, Callie and Stephanie will be attending CYPD and the end of the month. We finished some really big projects this month such as inventory and media cards. Loretta Linfoot and Bailey Durr both are celebrating anniversaries this month. Cassidy Hopkins will be our intern from Elwood Public Library until December-ish. The summer reading totals were amazing this year. Totally knocked it out of the park. This is where the board decided to talk about Llama pooping habits.

### **Librarian's Report:**

Circulation stats are up by 4000 with our door count being down by 600. Our hoopla drops in numbers and Archie wants to see month to month stats. Easier to read this way instead of comparing numbers yearly.

**Financial Report:**

Look over financials.

**Register of Claims:**

Bob Rogers made a motion to pay claims 377 to 421 with Melissa Giles seconding his motion. The motion carries.

**Previous Months Claims:**

Melissa Giles makes a motion to pay the held over claims 347 to 394 with Archie Prince seconding her motion. The motion carries.

**Announcements:**

The board discussed the board training session and who was driving and how to get there. Suzie Remington is willing to take everyone and Sarah will be driving separate due to another appointment after the meeting. Meet at the library at 7:00 AM. While riding in the van, there is not allowed to be any library business talk. Wallace is off the 21st to the 26th for a wedding.

**Public Comment:**

Jennifer Ward expressed interest in the Board's certificate of appointments. Sarah Wallace needs time to get everything in order, but will work on things. Shelby Thomas wanted to know the interest Ward had in this department and Ward mentioned Susie Remington's reappointment and how we didn't know what to do. Discussion continued on how Remington's appointment may not be legal due to the fact that her appointing authority sent her appointment straight to the Recorder's Office, instead of back to the library for her signature and to be notarized. Discussion continued on possible ways to fix Remington's appointment.

Archie Prince asked who his appointing person was and was told it was the Madison County Council.

**Adjournment:**

Melissa Giles motions to adjourn the meeting at 8:11 PM with Archie Prince seconding her motion. The motion carries.

**Next Meeting is Thursday, September 12, 2019 at 6:00 PM**

Respectfully,

Rachael Neese