

## **ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD**

### **Meeting Minutes**

April 11, 2019

**MEMBERS PRESENT:** Shelby Thomas, Bob Rogers, Pam Blake, Susie Remington, Jennifer Ward, Missy Giles, Archie Prince, and Sarah Wallace

**MEMBERS ABSENT:** None

#### **CALL TO ORDER:**

President Shelby Thomas called the meeting to order at 6:05 pm and welcomed Archie Prince to his first official meeting. Thomas gave a brief rundown and introduction to Prince. After review of previous month's minutes, Susie Remington made a motion to accept the minutes, Bob Rodgers seconded and the motion carried.

Thomas mentioned creating a deadline for minute corrections to be posted. Remington also mentioned the Indiana Trust Manual suggests that the Secretary does not take the minutes so they can be more involved in the meeting. After some discussion, it was decided that Giles will take notes and Wallace will type up the draft version of the minutes.

#### **OLD BUSINESS:**

- a. Building Committee: Bob Rogers reported on the bathroom, meeting room sink installation, and window bid that Bell Construction provided. Rogers mentioned they were still waiting on a bid from Daren Hollingsworth. Rogers mentioned he would get contractor's license, bonding and any other necessary documents to do construction.

Kurtis Swegman: Rogers introduced Kurtis Swegman from Swegman Landscaping, LLC to present his landscaping bid. Swegman present one bid in three parts; the Eastern side lot of the library, the right front side of the lot and the area where the flag pole is located. Swegman mentioned that he liked to work locally as much as possible and would be using Key & Sons for the river rock work and for the machinery required, Daren Hollingsworth for the construction of several benches to be placed around the library, and Carl Forrester for the ornamental grasses. Swegman also mentioned that he would do the mowing as well as any necessary landscaping maintenance for the library free of charge for the first year and 400-600 for a year following. Swegman was also sure to mention that the company insures their plants for 6 months if one were to die they would remove and replace it free of charge. All of this would cost the library \$16661.00 with 50% required upfront. After discussion, Susie Remington made a motion to accept Swegman's bid, Pam Blake seconded and the motion carried. Bob Rogers made a motion to cut Swegman a check for the 50% required upfront totaling in \$8,330.50, Prince seconded and the motion carried.

- b. AccuPay: Rachael Neese presented her proposal to discontinue our payroll services with AccuPay and do it in house through the AVC accounting software. Discussion of how much time,

money, and paper this switch would save ensued. Missy Giles made a motion to move payroll in house, Prince seconded and the motion carried.

- c. Prior month progress: Wallace mentioned new flags have been purchased, director windows were being addressed by the building committee, and she needs more time to research for the Friends of the Library proposal.

#### **NEW BUSINESS:**

- a. No-Fault Attendance Policy amendment: Wallace mentioned she had worked with the managers on amending the current policy to crack down on certain issues that were reoccurring with a few employees. Ward suggested that Wallace remove the four point section proposed. Wallace agreed to make the suggested changes before presenting to the staff. Blake made a motion to accept the policy with suggested changes, Ward seconded and the motion carried.
- b. Patron Behavior Policy amendment: Wallace wanted to clarify the language used on current policy and add clarification on what would happen if a patron would not follow the policy as posted. Prince suggested changing the wording to “disruptive behavior” for what is not allowed in restrooms. Missy Giles made a motion to accept the amendment with the suggested change. Bob Rogers seconded and the motion carried.
- c. Care Day May 18<sup>th</sup>: Due to the upcoming landscaping project, it was decided that the library will not be purchasing any additional plants for the library.

#### **DIRECTORS REPORT:**

The Board reviewed the Directors Report and briefly discussed items of interest. Wallace mentioned she attend the Evergreen conference on March 29<sup>th</sup> and learned AMPL is ranked 8<sup>th</sup> out of 122 libraries for transiting materials and 2<sup>nd</sup> per capita for lending materials.

#### **LIBRARIANS REPORT:**

Wallace pointed out that the libraries numbers are up for book, DVD, and magazine circulation, as well as overdrive and hoopla. The door count for the month also saw a 21% increase from this time last year.

#### **TREASURER’S REPORT:**

**Register of Claims:** Bob Rogers moved to pay claims 173-199; Prince seconded, motion carried.

**Previous Months Claims:** Missy Giles moved to pay previous months claims 106-150; Pam Blake seconded, motion carried.

**ANNOUNCEMENTS:** Wallace mentioned that the library is not allowed to sell merchandise without charging sales tax. The items in question have been pulled. Wallace is in contact with Department of Revenue and SBOA to sort out the matter.

- a. Thomas mentioned the Board Training Dates from the State Library, after discussion it was decided for Thursday, May 30<sup>th</sup>

**PUBLIC COMMENTS:** Giles asked Wallace why we still have a full-time position open. Wallace explained they are working on the second round of interviews and hope to have someone by the end of the month.

**ADJOURNMENT:**

Missy Giles moved to adjourn the meeting at 8:25 pm; Pam Blake seconded and the motion passed unanimously.

**NEXT MEETING IS THURSDAY MAY 9<sup>TH</sup> @ 6 PM**

Respectfully,

Sarah Wallace