

Alexandria-Monroe Public Library Board

Meeting Minutes

June 13, 2019

Members Present: President/Personnel Committee Shelby Thomas, Archie Price (Arrival 6:25 PM), Secretary Melissa Giles, Jennifer Ward, Treasurer/Personnel Committee Pam Blake, Susie Remington, Building Maintenance Bob Rogers and Interim Director Sarah Wallace

Members Absent: None

Outside Members Presents: Rachael Neese

Call to Order:

Shelby Thomas called the meeting to order at 6:05 PM explaining that the order of the meeting will be different to stay in compliance with the board training. Thomas called for an approval of the agenda as written with nothing being added. Jennifer Ward mentioned there were things she would like to have added to the old business section. After discussion on why the corrections were not turned in and the general consensus was that people did not have enough time to read the email and reply before the post date, the items were allowed to be added. The items added are as follows:

- a. Sue Miller's Contract
- b. Trustee E-mail Link
- c. Suzie's Park Board Minutes
- d. Process to update Policies
- e. Form or procedure if there is a grievance against the director
- f. Who puts items online – Sarah Wallace responds that she can post any new changes that need posting.
- g. Job descriptions – Sarah Wallace responds that she has these ready to pass out after the meeting. There was some discussion to see if these were posted to the website anywhere to where Wallace responds no, and Shelby Thomas is going to ask Sylvia if we are able to post these to our website for easy viewing.
- h. Approval of Hire and Fire – On page 41 of the Indiana Public Trust, it states that the Board has one employee, the director, and the director has the staff as employees. So it is the job of the director to hire and fire with the board approving these changes. Melissa Giles requested that the Personnel Committee Report go back into the board packet, and the board as a whole agreed.

Shelby Thomas moves to accept the agenda with old business changes added. Suzie Remington made a motion with Melissa Giles Seconding her motion. The motion carried.

Shelby Thomas explains to the board why she uses the three step voting system. This gives everyone a chance to use their voice since the board votes using voice instead of paper. Thomas then explains the difference between board meeting memorandum and board meeting minutes. Rachael Neese is to give her notes to Melissa Giles, then Melissa Giles gives hers to Sarah

Wallace and Wallace posts to board and public. After the discussion of minutes, Thomas moved to accept a motion that we table May's minutes until next month. Melissa Giles made a motion with Bob Rogers seconding. The motion carries.

Financial Report:

There were many questions about how the board is supposed to do approvals before they read the reports. Sarah Wallace stated that we balanced fine and that our TrustIndiana account made just over \$1600 in interest this past month. Shelby Thomas asks to approve the financial report. Bob Rogers makes a motion to accept with Pam Blake seconding. The motion carries.

Directors Report:

- a. Shelby Thomas gives the board time to glance over the director's report.
- b. There was discussion on the new AC Unit and what went bad that we had to replace the whole unit. The cost of the new unit was just shy of \$3000. There was much discussion on the other air conditioning units and if it was just a matter of time before they went out as well. Bob Rogers inquired if we have annual inspection on our units to where Sarah Wallace replied with a no. Archie Prince came in during this discussion at 6:25 PM. Rogers would like us to look into discontinuing our services with Lehman's and do go with the local contractor Mike Rittenhouse, (765) 425-4673.
- c. Thomas mentioned what a great increase we had in our baby times and story times. Wallace agrees and informs the board that we stopped taking breaks in between baby time and story time and we just keep plugging along. Melissa Giles wanted to give a shout out to the youth department as well because her youngest grandson came in and read to Callie Marsh for 2 hours because Marsh showed interest in what he was reading and was involved with him.
- d. Jennifer Ward was wondering who all was going to the budget workshop to which Wallace replied that she was the only one taking the workshop but the courses will be online for viewing and Rachael Neese will be viewing these along with Wallace.
- e. Ward then inquired about the solar farm and if we were going to be losing funding. Thomas said that she was sent a certified letter to the library stating that we may be losing funding. There was a short discussion of how confusing this whole solar farm business was.
- f. Shelby moves to accept the director's report. Melissa Giles made a motion with Archie Price seconding. The motion carries.

Old Business:

- a. Shelby Thomas starts off with Sue Miller's contract. Thomas states after Miller's contract, all vendor contracts are to fall under the director's purview. Sarah Wallace states that Miller did turn in a new contract that is polished and pretty. The contract is set for three years before needing to renew again. Last bill was \$1800 and we pay per month.
- b. Thomas brings up the trustee email link. Wallace states that the link is up and working to which there was much discussion with many board members saying it was not. The board believed it was a dead link and Wallace explained that it is not a hyperlink, but you have

to copy and paste to use the link. Wallace is going to see what she can do to make this link a hyperlink.

- c. Thomas wanted to make sure that Wallace was going to update the patron behavior policy online and Wallace agreed that she would.
- d. Next, Thomas talks about the grievance against the director policy. As it states now, if a staff member has a problem with the director, they have to go to the director. The board had discussion that this needs to be changed with the staff having another way to getting their grievance out if they are uncomfortable going to the director. Thomas made sure that the board knows this is not for sexual harassment charges. That is a whole other ballgame. Thomas is going to write a letter to John to see if we can get this settled.
- e. Again Thomas brought up the meeting minutes and memorandum. It was decided that Rachael Neese is to have her notes to Melissa Giles by the Wednesday following board meeting. Melissa Giles will then have her revisions sent to Sarah Wallace by Friday following the board meeting.
- f. There was much discussion at this point of the April board meeting minutes never being approved. After much discussion, Thomas moved to table the April and May minutes until the next meeting. Pam Blake moved to accept the motion with Suzie Remington seconding. The motion carried.
- g. Bob Rogers gave the one quote we received from Bell for our Bathroom reconstruction for \$10,200.00. He will require 50% down if he accepts the contract and before he will start the work. The work consists of wrapping all the windows that need to be wrapped, fixing the cranks on the director's office windows and completely gutting and redoing the bathroom. We will keep our stool that we have now because it meets with ADA. Suzie Remington questioned the "unforeseen money". So if the contractor ripped up the floor and it was rotted, would we be charged more? The consensus to this was that there could always be unforeseen problems and we will renegotiate if we need to at that point. Thomas decided to go round table to ask each board member how they felt about the quote and these are the responses:
 - Archie Prince: Not an unreasonable quote. He likes to have more than quote to go with, but knows how contractors can be. So do we wait for more to come in for another month or take the one we got? Prince believes we move forward with Bell but to set a timeframe that the work needs to be done in.
 - Melissa Giles: Knows that Bell does not use illegal workers and the people he has working for him are very reasonable. Giles states that people would pay more for their homes then what we are being quoted for our bathroom. Giles believes Bell has good integrity and never lies. If he says something he stands by it. She believes with him doing this job at this price, he may get more of our business in the future. Giles is fine moving forward with Bell.
 - Jennifer Ward: Ward starts off by thanking Bob Rogers for all his time and effort he has put in the bathroom remodel. Ward knows how frustrated he has been with all the non-responses and length we have had to wait. Ward said that if Rogers was comfortable with Bell, then she is too.
 - Suzie Remington: Remington Agreed.

- Sarah Wallace: Wallace is fine going with Bell under one exception. She wants to make sure we put him on a timeline and get the timeline signed.
 - Pam Blake: Blake Agreed.
- h. Shelby Thomas moves to accept that we use Bell for our Bathroom remodel. Archie prince moved to accept the motion with Melissa Giles seconding. The motion carries. Thomas asks Wallace if she is going to paint the bathroom the same color as the foyer. Prince suggests that Wallace pick 5 colors and then let the staff decide on a color from there. This way the staff feel involved in the remodel. The board believes this is a great idea. Rogers made sure that he could accept the quote if Bell wanted the job and Thomas wants herself and Rogers to get online to find a paper about timelines for Bell to sign.
 - i. Thomas mentioned that she talked to Kurtis Swegman about where the landscaping project was, or technically is not. Thomas mentioned that she had to contact Swegman's dad before Swegman would contact her back. Rogers commented on how disappointed he was with the progress he has put in. Ward discusses how the wet ground can suffocate a plant if planted now, so it may be better to wait until the fall planting season. Prince suggests maybe we get with Swegman to see what he could do for us while the ground is so wet. See if he could start with the pergola and river rock. We would like to be seeing some kind of movement rather than nothing at all.
 - j. Thomas inquired about the second handicap spot. Rogers mentioned that it would take two months and the board stated that it has been well past two months already. Rogers is going to contact the mayor to see what the holdup is.
 - k. Thomas gave the board 10 minutes to discuss the No Fault Attendance Policy since it has already been discussed and voted upon. Ward questioned if we could discuss this topic since we tabled the May meeting minutes. Thomas decided to table the discussion.

New Business:

- a. Thomas is looking forward to the next board training. They just completed #s 1 and 6 and believes that they should look into doing 2 and 4 this time. The board agreed. She is going to try to schedule this for August 15 or 29, preferably the 15th.
- b. Thomas brings up some changes in the committees on the board. The new changes are as follows:
 - Bob Rogers: Leaving the Building Committee and Joining the Personnel Committee.
 - Archie Price: Joining the Building Committee
- c. Thomas gave out the EEOC and Sexual Harassment Policy for the board to review and go over any changes in the July or August board meeting.
- d. Pam Blake has been looking into suicide prevention and wanting to hold a class at the library about this topic. She contacted the Jan Pauley center and is going to look further into seeing if a trainer may come out and present this class to us. Archie Prince wants to see this especially for the teen area, as this is a hard age to go through.

Librarians Report:

Sarah Wallace mentions that sadly to her, our DVD, Blu-ray, CD and Videogame collections are all trending on the up and up. We are also seeing an increase in our digital usage. Our door count is still a little lower then it was, and the staff is still working on what the difference is between directional and informational clicks on their stat clickers.

Register of Claims:

Bob Rogers moved to pay claims 251-320 with Archie Prince seconding. The motion carries.

Previous Months Claims:

Melissa Giles moved to pay the carry over claims with Archie Prince seconding. The motion carries.

Announcements:

Suzie Remington gave an update to the park board meeting. The chamber is hosting a picnic at the park on June 27 from 3-7 PM. They are going to try and get the 1998 baseball team and today's baseball team to have a wiffleball game.

Shelby Thomas reads an email from Nelly DeVault that praises the staff.

Public Comments:

Archie Prince notates how happy he is with the Summer Reading program thus far.

Suzie Remington mentions that she would like to see more of our events in the Herald Bulletin. They offer a free section called the GO MAD for such things.

Adjournment:

Melissa Giles moved to adjourn the meeting at 7:40 PM with Suzie Remington seconding. The motion carried after a cute joke from Bob Rogers that got a good laugh from the board!

Next Meeting is Thursday July 11, 2019 at 6:00 PM.

Respectfully,

Rachael Neese

