

## **Alexandria-Monroe Public Library**

### **Meeting Minute Notes**

September 12, 2019

**Members Present:** Shelby Thomas (left at 6:23 PM), Archie Prince, Jennifer Ward, Pam Blake, Bob Rogers and Sarah Wallace

**Members Absent:** Melissa Giles

**Others Present:** Suzie Remington, Jenny Corbett and Rachael Neese

#### **Call to Order:**

Shelby Thomas called the meeting to order at 6:05 PM. Thomas asked if there was anything that needs to be added to the agenda and Jennifer Ward wanted to see the automatic update item added. Ward was notified that this item was already on the agenda. Archie Prince wanted to talk about the boards time at conference and Prince was informed that this item was already on the agenda as well. Thomas asked the board as a whole to approve the agenda as presented and they all agreed.

Shelby Thomas asks if there are any changes from the previous meeting notes to which Suzie Remington noticed the spelling of Thomas needed changed in an area. Jennifer Ward found many items wrong with the notes presented. Thomas went over how voting is called with Rachael Neese as this was one area of concern for Ward. Ward would like to have a recorder out and going at all the following board meetings so that an accurate account of what takes place is recorded. Sarah Wallace started a recorder on her phone at this time during the meeting and will download the audio to Melissa Giles. After a short discussion amongst the board members, a recorder will be bought for the board meetings. Thomas needs a motion to accept the August notes with corrections to which Pam Blake makes the motion and Archie Prince seconds her motion. The motion carries.

Shelby Thomas needs a motion to accept the Financial Report as presented. Archie Prince makes the motion to accept the Financial Report as presented with Pam Blake seconding his motion. The motion carries.

Shelby Thomas needs a motion to accept the Director's Report as presented. Pam Blake makes the motion to accept the Director's Report as presented with Bob Rogers seconding her motion. The motion carries.

Shelby Thomas needs a motion to accept the Agenda as presented. Pam Blake makes the motion to accept the Agenda as presented with Archie Prince seconding her motion. The motion carries.

Shelby asked that we go over the 2020 budget hearing. Sarah begins reading the gateway paper when she notices that it cannot be read until September 12, 2019 at 6:30 PM.

Shelby Thomas wants to go over where we are in the final contract approval. Thomas read a letter from our lawyer to the board stating that the contract and a couple other items are not complete and will be done sometime in the next week. With this information, Thomas would like to see the contract be retroactive starting August 1, 2019. Archie Prince and Bob Rogers are fine with backdating the contract. Jennifer Ward and Pam Blake both agree that it should not be backdated since we tabled this until the September meeting, so it should be September 1, 2019. Pam Blake comes back to say she is fine with whatever way we go. Thomas asks for pros and cons and Sarah Wallace explains that either way, it is no skin off her nose. There was a vote taken with Ward and Blake wanting September 1 and Prince and Rogers wanting August 1. Thomas was the tie breaker and decides September 1, 2019. When the contract comes in, Thomas will send it to all board members and they will come together for a quorum of signatures.

Shelby Thomas turns the meeting over to Bob Rogers as she is leaving at 6:23 PM.

### **Old Business:**

Bob Rogers asks for a building committee report. Archie Prince starts by saying the bathroom is completed and exactly to expectations. The sink is also installed in the meeting room. On the LED lighting situation, Prince and Brad Sowinski were supposed to meet with someone at 9:30 but this guy had to cancel and reschedule for sometime next week. Prince met with three local contractors about the concrete to show them what we are looking for when we are ready to start taking bids. Rogers states that he would like to see a mini barn built outside of the library to hold extra storage instead of keeping it in our utility closets. Rogers states that shelving will be included in this mini barn. If anyone would like to see what he is referring to when he talks about a mini barn, there is one that he built at the trustee's office. Rogers believes we are looking at around \$1600.00 to complete this job as Rogers and Prince will be the ones building this barn. They will build the barn facing west on top of skids. The direction is crucial because if we have something to store that is motorized, we have to be able to get it inside. Rogers asks for a motion to build the mini barn on the extra lot on top of skids. Pam Blake makes a motion to build the mini barn with Jennifer Ward seconding her motion. The motion carries.

Bob Rogers asks for the Budget Hearing at this time. Sarah Wallace reads the official gateway document about our budget. The adoption for our budget will be held October 10, 2019 at 6:30 PM. There were no public comments to report so this part of the meeting was able to be closed.

Bob Rogers ask for the Health and Safety Report. Sarah Wallace went over the policy she gave the board last month and said that we are having significant issues with said items in this policy. Wallace gave a couple of examples of the bed bug problems we have been having. Wallace is worried for the library, staff and all patrons if we continue to let this kind of infestation happen. Archie Prince would like to see Wallace sit down and have a conversation with said individuals to which Wallace replies that she will not do this until a firm policy is in place so the patron cannot contest what she is saying. Pam Blake states that this policy is not saying that we are going to kick out these patrons forever, just inform them of the issue, and when they can bring us proper documentation of taking care of the problem, they are welcome to come back to the library. Prince states that you need to be very careful when addressing sores. Wallace gives examples of a couple instances of open sores. Rogers wants to know if the problem is not fixed after addressed, when do we tell the patron they are aloud back into the library. It is stated that the policy is written after the problem is taken care of and proper documentation is presented, then the patron is welcome to come back to the library. Wallace states that she used a compilation of multiple libraries policies to come up with this one. Blake shows an article that was in the Herald Bulletin to Sarah about crisis in libraries and lets her keep for herself and staff to read. Jennifer Ward believes that a lot of the items stated in this policy are already in the behavior policy so she is torn on what to do. Ward is not too much concerned about bed bugs being in the policy but about the patrons coming in and just being smelly. Prince states that this is not what the policy is saying and Ward does not want to pick out the person that may need us. Wallace states that she will only use this policy for continued circumstances. Prince would like to see if Wallace feels the need to use this policy if it could be brought to the board meeting for approval first, but does not want to be micromanaging her decisions. Blake expresses that from being a nurse for many years, she has a problem with the drainage part of the policy. It was asked and stated that the difference between the items are borrowing privileges and access privileges. Prince again states that he is on the fence about the drainage part of the policy. There was discussion that the wording be changed on the clothing being heavily stained part. Ward mentions public health safety issue is what needs to be addressed. So if we took out some of the specifics and left this a little more vague, then it might be better. Wallace asked about being able to address the bed bugs with said family and the board was fine with this. Wallace will be working on re-wording this policy. Ward wants to see this to every board member in a months time which Sarah replies she will have it done and out to everyone by the 20th. Bob Rogers asks for a motion to table the policy until the next meeting. Pam Blake makes a motion to table this policy with Archie Prince seconding her motion. The motion carries.

Bob Rogers asks for an update on the crisis training. Pam Blake has contacted the person from Suicide Prevention but nobody has returned her contact. There is still going to be mental health first aid training at the Community Center on September 19, 2019 from 8 am to 5 pm. If you live in Madison county there will be no charge for this class, but if you reside outside of Madison County, there is a \$30 charge. Make sure to sign up as pre-registration is required. Blake is going to forward contact information to Wallace and Wallace can then forward the information to the other board members.

Bob Rogers ask for the Trustee Report. Archie Price starts off by sharing his experience from the State Library. He talked about some of his break out session but the one he liked the most was on how to get the library board more involved in community outreach. He would like to be part of being the voice of the library. He mentioned that on the drives to and from there was talk about hosting a smaller job fair. Pam Blake mentioned some topics about her time at conference. One item was the word Qutip. This meaning Quit Taking it Personally. She really liked this word. Blake also mentions that if a staff member comes up to talk to a board member about issues, the board member is supposed to cover their ears and lalalalalala and tell the employee to follow procedure.

There was a big discussion about Suzie Remington's Re-appointment. Sarah Wallace has been in contact with both Kelly Gaskill and Tim Westerfield and neither one are getting back to her. Back in February, Sarah states that she got ahold of Gaskill from the County Commissioners office, the re-appointment was placed on the agenda and approved and then Westerfield was to get the paperwork to Wallace. The paperwork was never received thus never being notarized. Once this does take place, Remington will have 30 days to file the paperwork. Wallace states that she has tried to ask to have this put on the agenda, but nobody will contact her back. Jennifer Ward looked up when the Commissioner held their meetings and noted it was twice a month but no dates or times were given. Pam Blake is going to find out and attend one of the meetings. A good number to try and get ahold of someone is (765) 641-9470.

### **New Business:**

Bob Rogers states that the staff picnic held in the past was not a huge success nor well attended. He has been thinking and believes that a pizza party thrown at the library would be better. Rogers suggests that the library closes early on a Saturday and the pizza be brought in. Sarah Wallace talks about how the employees have young children and grandchildren and it is really hard to nail everyone down at the same time. Wallace suggested that closing early on a Friday would be better then closing on a Saturday, since more staff would already be scheduled on a Friday. There are no slow days, just slow hours mentions Wallace. Pam Blake thinks this is a good idea, but believes that the board should buy the pizza and drop it off, but then leave to let the staff get to know one another better. Archie Prince agrees with Blakes statement. It is decided that sometime in October the library will close early one evening. Prince states that if the library closes at three, then the party could be over for employees to still enjoy evening hour plans. Wallace looks over date and believes that October 25 works just fine to close at three. Rogers reminds the board that they are to be buying the pizza.

Sarah Wallace reads a document over the IEP government group to the board. Wallace is excited about this company finding contractors and gathering bids for your business. They do all the footwork for your company. They also will do all the paperwork and it is totally free of charge. If you decide to use them as a project manager, then 8.5% of the construction cost would go to IEP. They are available to the library when we are ready to use them. Archie Prince is all for having someone else do all the grunt work.

**Director's Report:**

Sarah Wallace states that business is running as usual. The banks both balanced and EKeeper is working on updating our computers. We have pulled all our hotspot boxes as we were having trouble with connection and Wallace is playing phonetag to get the issues resolved. Technical services is running smoothly with a weed to DVDs to make more room on the shelving units. Youth services is continuing with all their outreach things and our numbers are up. Stephanie is doing great in outreach while Brad and Callie are also doing great with all their school visits. Youth services just got back from conference. Archie Prince talked about adult outreach to which Wallace replied about our homebound program with Loretta and that she has been talking with Ashley to come up with more places we can visit. Prince would like to be more involved in community outreach and would like Wallace to come up with a few ideas on how to present at the next board meeting. Jennifer Ward mentions read with a board member at the care center. Wallace let the board know that Loretta Linfoot already reads to the Alzheimers unit at the care center so we have an in. Ward mentions how great a Mrs. Martin is. Ward questions about a post she seen on facebook about a kid needing a book and the Alex library was not an option. Wallace mentions about the student card initiative and if there was any information that can be given to Wallace, she will be happy to get this straightened out.

**Librarian's Report:**

Sarah Wallace states that our numbers are up hardcore and she is super excited. Circulation numbers are up about 3000 and Wallace believes this is partly due to the automatic renewals and student card initiative. Wallace states that the computer usage for the kids area is down but the book numbers are up, which makes her heart happy.

**Treasurer Report:**

Sarah Wallace explains that we have had an expensive month with Carl fixing up the bathroom and that we are still making good money in TrustIndiana.

**Register of Claims:**

Bob Rogers asks for a motion to pay claims 448-481. Pam makes a motion to pay claims 448-481 then Jennifer Ward states she has a problem paying anything blindly. She wants to start seeing the claims before the board meetings so she knows exactly what is being paid. Ward states that she does not feel that we are doing anything illegal but does not pay anything she cannot see first. Sarah Wallace and Rachael Neese try and explain that we are still paying bills sometimes on Thursday of the board meeting so we cannot present her with what she is asking. Ward claims that Neese needs to streamline the bills so this can be accomplished. Neese explains the difference between held over claims and then the claims for this month.

Ward at least wants the held over claims before the board meeting. Rogers asks if we need a motion to table this until next month and there was not vote.

Bob Rogers asks for a motion to pay claims 448-481. Pam Blake makes a motion to pay claims 448-481 with Archie Price seconding her motion. The motion carries.

### **Previous Months Claims:**

Bob Rogers asks for a motion to pay the heldover claims 395-447. Pam Blake makes a motion to pay claims 395-447 with Archie Prince seconding her motion. The motion carries.

### **Announcements:**

Sarah Wallace starts with letting the board know about our new intern Kassidy Hopkins. She was interviewed for the paper and was so happy to be in the paper. Jennifer Ward talked about the What's up 24/7 platform that she heard about in the city council meeting. It is interactive platforms that link everyone's calendars together in one spot. Jenny Corbett chimed in with some of the details about how Ascension Health will float the bill for one year if you chose to use the program. This is something that pushes all you events out to the whole county. Someone from your business will have to make sure and send in the input for the calendar. After the year being paid, it is somewhere in the ballpark of \$350. Bob Rogers is going to call and see if he can go to the next board meeting. Ward then questions about the budget in the minutes. Wallace explains that things can be shuffled.

### **Public Comments:**

Jenny Corbett spoke to say that since Suzie Remington's re-appointment was never fully finished, that all the executive sessions she attended or all the board meetings that she voted in were null and void because Remington was considered a non member during those sessions/meetings. Corbett states that she is unsure what Remington should do about the Park Board. Corbett wants the library to know that she is not picking on this board only but we just have to keep things legal. Corbett then asks the board what is the next step they are going to take to make things right. Pam Blake is going to try and go to the next meeting. Once it is passed through, it will need to be signed and notarized. Corbett also wanted to commend Blake on finding out about the crisis training and she wants to see that every manager attend this training. Jennifer Ward states that it is the secretary's job to be in contact with all officials about reappointments.

Adjournment: Bob Rogers asks to adjourn the meeting at 7:43 PM. Archie prince makes a motion to adjourn the meeting at 7:43 PM so Rogers car does not get wet and Pam Blake seconded his motion. The motion carries.

**Next Meeting is Thursday, October 10, 2019 at 6:00 PM.**

Respectfully,  
Rachael Neese