

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

March 14, 2019

MEMBERS PRESENT: Bob Rogers, Shelby Thomas, Melissa Giles, LeeAnne Fisher, Susie Remington, Jennifer Ward and Sarah Wallace.

MEMBERS ABSENT: Pam Blake

**Pam Blake joined the meeting via FaceTime to observe.*

CALL TO ORDER:

President Shelby Thomas called the meeting to order at 6:04 P.M. and then introduced new Board member Archie Prince who was present to observe. Minutes of the February Board meeting, the Jan. 24 Special Meeting, and two Executive Sessions had been sent to each Board member prior to this meeting. Missy Giles mentioned that she forgot to move Pam Blake to the “absent” list, as Blake attended these meetings via FaceTime and that she would make the needed corrections. Bob Rogers moved to approve the Jan. 24 minutes with corrections, and Susie Remington seconded. The motion passed unanimously. LeeAnne Fisher moved to approve the February meeting minutes with corrections. Susie Remington seconded and the motion carried.

OLD BUSINESS:

- a. Building Committee Report: As head of the Building Committee, Rogers reported that he has not heard back from the first company that was invited to submit a quote for the employee restroom renovations. He also mentioned that a second company had been approached about giving an estimate but that they had not yet visited the library to see what work was needed. The issue was briefly discussed, and Giles provided Rogers with the contact info for another local contractor. Rogers will report any progress at the next meeting. Wallace mentioned that there were some issues with the windows in the Director's office that she would like to have someone take a look at as well.
- b. Survey Results: Thomas went around the table asking each Board member to give their thoughts as to how the Employee Survey went. Overall impressions were positive, and everyone agreed that there were some good areas for the Board to follow up on after the Board training planned for April. Jennifer Ward suggested that the Board send an email out to the staff thanking them for their responses and acknowledging the Board's plans to follow up. She also suggested that the email include a description of the Board's role at the library since several surveys had mentioned this. Thomas requested that Ward and Remington draft an email to the staff and send it out to the Board for approval. They agreed to complete the task.
- c. Follow up Items: Susie Remington has been successfully reappointed to another 4 year term on the Board; additional disabled parking spot has been approved; Sue Miller is to present a new contract for approval.

NEW BUSINESS

- a. Accupay: Wallace explained to the Board how payroll works with Accupay. She included a cost breakdown, and mentioned that using the service requires her and Rachael Neese to perform many hours of duplicate data entry work that could be eliminated by keeping the payroll service in-house. After some discussion, Thomas polled Board members with the question of tabling this issue for the April meeting. All were in agreement, and the issue was tabled.
- b. Friends of the Library: Wallace inquired about the possibility of establishing a “Friends of the Library” at AMPL to raise funds. After some brief discussion, Wallace was tasked with preparing a formal proposal to present to the Board.

DIRECTOR'S REPORT:

The Board reviewed the Director's Report and briefly discussed several items of interest.

LIBRARIAN'S REPORT:

Wallace explained to the Board that the number of Directional and Informational questions noted on the report might be skewed as management had recently discovered that some staff had not been handling these questions

correctly. She further stated that staff had been addressed regarding these questions and that the issue was being monitored.

TREASURER'S REPORT:

Register of Claims: LeeAnne Fisher moved to pay claims 97-144; Missy Giles seconded and the motion carried. Previous month's claims: Wallace mentioned that she had forgotten to include the claims register on the agenda of the February meeting. Missy Giles moved to pay the claims from February, and LeeAnne Fisher seconded. The motion passed unanimously.

ANNOUNCEMENTS:

a. Susie Remington informed the Board that the library's flag needed to be replaced. Thomas requested that Wallace see that one was ordered.

PUBLIC COMMENTS:

Susie Remington gave a Park Board Report.

Thomas mentioned that Jenny Corbett from the Times-Tribune was considering filing a Public Access Violation due to being unable to access the minutes from the Special Meeting Feb. 27th. Corbet informed Thomas that she and Secretary Missy Giles had already resolved the matter. Thomas then asked Giles to explain to the Board why the minutes were not available. Giles explained that due to the number of meetings held over a short time period the minutes in question had not yet been completed as they were the final minutes on the list to complete. She assured the Board that the minutes would be available by Monday of the following week, and Corbett indicated that this was acceptable to her. Thomas then mentioned that in order to ensure that meeting minutes were available in a timely manner going forward that the Board should define a "reasonable time period" for the minutes to be made public. Thomas asked Giles how long she needed each month to complete meeting minutes. Giles indicated that barring special circumstances she could make the minutes available in a week; Thomas requested it be noted in the record that minutes would be available to the public by the Wednesday following the monthly Board meeting unless otherwise noted.

LeeAnne Fisher was presented with a plaque to commemorate her 16 years of service on the AMPL Board of Trustees. We will miss you LeeAnne!

ADJOURNMENT

Missy Giles moved to adjourn the meeting at 7:20 P.M.; Bob Rogers seconded and the motion passed unanimously.

Next meeting scheduled is for Thursday April 11th, 2019 at 6:00 P.M.

Respectfully Submitted,

Missy Giles
Library Board Secretary