

Alexandria-Monroe Public Library
Board of Trustees
Meeting Memorandum
December 19, 2019

Members Present: Shelby Thomas, Bob Rogers, Melissa Giles, Pam Blake, Jennifer Ward , Archie Prince and Library Director Sarah Wallace.

Members Absent: None

1. Call to Order: President Shelby Thomas called the meeting to order at 6:03 P.M.

2. Approval of:

- a. Agenda: Missy Giles moved to approve, Bob Rogers seconded. Unanimous vote to approve.
- b. Minutes of November meeting: Minor corrections were submitted to Giles prior to this meeting, and she mentioned that she had made note of these and that the corrections would be made. Prince moved to approved the minutes with corrections. Blake seconded and the motion passed.
- c. Financial Report: Rogers moved to approve this item on the agenda and Blake seconded. Motion was unanimously approved.
- d. Director's Report: Prince moved to approve with Jennifer Ward seconding. Motion passed unanimously.

3. Old Business:

- a. Building Committee Report: Prince reported that he had spoken with a second company in regards to the LED Lighting Project and was awaiting a quote from that company. He said that he intended to request a quote from one more company and would then ask both of these companies to prepare a presentation for the Board in order for the Board to have the opportunity to make a fair comparison of the three. He expects to have more information in January. Pam Blake moved to table the item for January and Prince seconded. The vote to table was unanimous.
- b. Election of 2020 Officers: Thomas reviewed the slate of officer nominations arrived at during the November meeting. Beginning with the office of Secretary, Thomas called the vote for each office and each vote was carried by majority. 2020 Library Board Officers are as follows: President Shelby Thomas; Vice President Archie Prince; Treasurer Pam Blake; Secretary Jennifer Ward.
- c. Website Revamp: Sarah Wallace detailed for the Board her recent work with John Dockery on the new and user-friendly design for the website. She had a live demo for the Board to review, and all were suitably impressed with the new design. Wallace explained that the new site design would cost the Library a one time fee of \$1500 and that we would then own the new design. When asked about a date to go live, Wallace explained that the process can be started once the fee is paid, but will take considerable legwork on her part to provide all the info necessary to get the site up to date. The Board agreed that there was no reason to rush this, as Wallace has several other pressing issues to attend to first, but that everyone was eager to see this come about. Rogers moved to approve the \$1500 fee to move forward with the revamp. Ward seconded and the vote was unanimous.

4. New Business:

- a. 2020 Salary Schedule: Wallace mentioned that there were no changes to this document, it just needed annual Board approval. When asked, she assured the Board that salaries remain competitive with like size libraries in IN. Giles moved to approve the document as presented; Remington seconded and the vote was unanimous.
- b. 2020 Approved Closings: Wallace mentioned that there were no changes to this document. Board members questioned why the library was open for Veteran's Day and closed the day after Thanksgiving. After some discussion, it was determined that the thinking that prompted this change from the handbook policy of being closed for Veteran's Day was no longer valid. Several years ago there had been discussion of having programming for Veteran's Day and since that is no longer the case everyone expressed interest in returning to being closed in observance of Veteran's Day. Especially taken into account was the opinion of Veteran Service Member and Board Member Archie Prince who expressed great interest in having the library available to his

family the day after Thanksgiving. After additional discussion, Rogers moved to approve the switch back to having the library close for Veteran's Day and open the day after Thanksgiving. Prince seconded and the vote was unanimous.

c. 2020 Board Meeting Dates: This document was presented with no changes. Remington moved to approve the document as presented and Blake seconded. The motion passed unanimously.

d. Resolution to Transfer Funds within Operating Budget: Wallace stated that this is the same resolution that is generally presented in December, and that the request was simply to move funds between budget line items.

Blake moved to approve; Prince seconded and the motion was unanimous.

e. Public Comments Policy: After brief discussion this item was determined to be in need of additional review. Remington moved to table the item for January; Blake seconded and the motion passed.

f. By-Laws: After some discussion Thomas directed the Board to review the old bylaws and policies and be prepared to begin a thorough review at a Special Meeting in February, date to be determined at the January meeting. Giles moved to approve to table for review; Prince seconded and the motion passed.

5. Director's Report:

Wallace provided the Board with the highlights from the Director's report. Specifically discussed were the success of the "Food for Fines" campaign and the library's winning entry in the Alexandria Christmas Parade. Great job, everyone! The Board wishes to thank the staff and managers for a successful conclusion to 2019, and is looking forward to a smooth and peaceful 2020!!!

6. Librarian's Report:

Board members briefly discussed trends on the report, paying special attention to trends that have lasted throughout the year.

7. Financial Report:

a. This report was made available to Board members prior to the meeting.

b. Register of Claims: Rogers moved to approve claims 582-634. Prince seconded and the motion passed unanimously.

c. Held Over Claims: Blake moved to approve held-over claims. Giles seconded and the motion passed unanimously.

8. Announcements:

Reminder of Christmas and New Year's closures

9. Public Comments:

There were no Public Comments

10. Adjournment:

moved Giles to adjourn the meeting at 7:05 P.M. Remington seconded and the meeting was adjourned.

Respectfully submitted,
Missy Giles
Library Board Secretary

Next Meeting Thursday January 9th at 6:00 P.M.