

Alexandria-Monroe Public Library Board

Meeting Minutes

May 9, 2019

Members Present: President/Personnel Committee Shelby Thomas, Archie Prince, 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 Present: Jenny Corbett, William Tuite and Rachael Neese.

Call to Order: President Shelby Thomas called the meeting to order at 6:07 P.M. Minutes of the April board meeting had been sent to each board member prior to this meeting. Thomas moved to accept the previous minutes as written and Jennifer Ward mentioned some items needed to be changed.

Ward mentioned other than the many misspellings, she mentions that Kurtis Swegman mentioned that he would be doing the mowing as well as keeping up with the landscaping free of charge for the first year. This is incorrect. Swegman actually said he would be mowing, charged at \$30.00 at time, and keeping up with any landscaping free of charge the first year. Ward also mentioned that in the section where Swegman talks about liking to work with local contractors and naming these people, Carl Forrester was named as a person, when actually, this is a name of a grass.

Old Business:

- a. Jennifer Ward wants to make sure that we add the trustee email to the list as it is still not working.
- b. Jennifer Ward had a question about the No Fault Attendance Policy. She wanted to make sure she heard right that Sarah Wallace worked with the other managers to amend this policy. Her question was if we were amending this policy because it needed it, or if we were just changing it because of couple of staff members not following the rules in the first draft. Archie Prince felt as Wallace changed the policy because it was time to change. He noticed the policy had not been reviewed in a while and it was time for it to be revisited. Melissa Giles spoke up and said the confusion could have come from not clear note taking. Shelby Thomas then spoke up to say that all policies cannot be reviewed and changed all at once. Wallace will focus on the ones that are under fire. She then mentioned the 4:30 executive session to take place tomorrow night, 5/10/2019, and she will be passing out two different documents to each board member. One being the most recent employee handbook and the second being the IN Public Trust 2014. Pam Blake turned the tables back around to the No Fault Attendance Policy and states that the policy should not have been changed if it were only due to a few employees not following. When Bob Rogers asked how he felt, he could not remember this conversation. Blake suggested that the policy be looked at again to make sure they want

to use the current policy with the revisions. All the members of the board but Archie Prince, who was fine with the policy as it stands, decided to take a second look at the No Fault Attendance Policy. This topic is now added to the June board meeting under old business. Blake made a motion to accept all the changes as stated above and Susie Remington seconded. Motion carried.

- c. Bob Rogers was asked to give quotes for the bathroom remodel project and he was sorry to say that he couldn't because he had an incomplete quote. Darren Hollingsworth's quote did not have any of the outside work they went over added the bathroom remodeling price. Rogers stated that it would have to wait until next month's board meeting.
- d. Rachael Neese was asked to give an update for AVC. She reported they ran their last payroll with Accupay was May 3 and she discontinued the service at this point. Neese reported that everything was going really well with AVC. She stated that Sarah Wallace and she had a meeting with a rep from First Financial to go over all of our banking options. We will have to set up an ACH bank account to be able to file our payroll. Neese stated that they have been working on the NACHA file and it has since been approved. There has been many lengthy phone calls between herself and AVC, but everything is right on track.
- e. Shelby Thomas mentioned that Sarah Wallace has decided to table the Friends of the Library until fall. After discussion on whether this needed a motion or not, the board as a whole decided they had no objections to this.
- f. Sarah Wallace stated that the library has registered for an Indiana Business Account so we will be able to accept taxes on the items that we were currently selling. Susie Remington asked if we were going to have to pay back taxes on the items we have currently sold without tax, with Wallace replying no.
- g. Shelby Thomas mentioned that Kurtis Swegman got our 811 call before you dig report back and it was clean. So the landscape project should be able to start anytime the weather cooperates.
- h. Shelby Thomas mentioned the board training day is scheduled for May 30, 2019. She wants everyone to be here by 6:00 P.M. and to meet downstairs. They will need the power point set up for this training and that equipment is only downstairs. They expect the training to last about an hour and a half and all board members need to register for the training. There will also be a couple of board members from Elwood joining in.
- i. Jennifer Ward brought up the trustee email again and at this point, it was made known that the issue had already been resolved.
- j. Jennifer Ward asked about the new contract from Sue Miller to be able to request a raise. There has been no new contract presented at this time. After discussion about this topic, some felt as if she be put on a deadline to produce a new contract or we begin looking for a new cleaning company. Archie Prince is concerned on how Sue would react if we put her on a deadline for coming up with a contract. This makes Pam Blake come in to say that maybe Sue does not have the skills to make a contract. We as the library need to offer her some help in making a contract. Bob Rogers spoke up stating that the library normally draws up the contract, we present it to the contractor and they then sign it if

they agree with the terms. This makes the board as a whole discuss how old all our contracts are and if we should not do this with all our contracts. Shelby Thomas says we need to update all contracts, Sue's especially, bring them to the board meeting for approval and then take them to the contractor for a signature. Prince would like to see this done yearly, but understands that this may not be possible, so every 2 years would be okay. The consensus of the board was doing this every 2 years.

New Business:

- a. Melissa Giles was unaware that we had hired a new circulation manager as she thought Melissa Hexamer was still in this position as the interim circulation manager. She would like to receive an email from now on with personnel changes. Shelby Thomas responded by saying that when she emails, texts or calls Giles, there is never any response, so she is unsure that she is getting any of her messages. Pam Blake being new to the personnel committee said that she will try harder to accomplish this with the board members. Giles then asked if we promoted the circulation manager position with and Thomas stated yes, that Melissa tried it out and felt as if she was not cut out for the position. Giles then asked about Brad and Rachael's positions. It was decided that it was not the time to talk about this yet. Thomas stated that we as a library are now considered fully staffed and Jennifer Ward inquired how we post our positions when one is available. Sarah Wallace stated that we post them within and then on our website and with the state library. Ward then came back to the emailing with personnel changes, and said that no response is needed if it is something such as this. She then stated that the board needed to approve the new hires. Thomas states that we do not need to under the Indiana Trust and when Montie was the director, we never did this. Ward comes back to say that no offense to Sarah but Montie had many years under his belt and Sarah does not. She also stated that the board has a huge communication problem. Thomas then asked Ward if Sarah needs a part time staff member, she cannot take it upon herself to hire is what you are saying. Ward states that the board needs to go through the Indiana Trust and make sure that we are doing what it says. Pam Blake states she read the book and Susie Remington is under the impression that the board hires the director and then the director hires staff members. Archie Prince chimes in saying that if it comes to a management position that the board get involved. Thomas decided that they will ask the training people coming for the board training.
- b. Jennifer Ward requests to have a copy of all the job descriptions of every employee and also a copy of our Insurance Policy. Thomas stated that we could get everyone a copy of the declaration page, and Ward wanted to see a copy of the whole document to sleep better at night. Pam Blake told Ward that she would have to make an appointment with Sarah if she wanted to read the whole document.
- c. Shelby Thomas went over why a staff member is taking notes instead of the Secretary. She explained that it frees up time for the secretary to do more things such as copying if needed. Melissa Giles is fine with this and still wants to help any way she can.

Directors Report:

Sarah Wallace mentions many things in this section. All went said with little to no discussion. The topics she went over are as follows.

- a. Library Attendance is up which is great
- b. Sarah is to attend that Anderson Directors 3rd house Meet and Greet
- c. All three banks balanced
- d. We closed PNC Bank after the bank fixed the transfer fee situation
- e. We had the spigots on the outside of the building fixed
- f. Wallace and Brad Sowinski met with the alarm company to go over why we keep getting so many calls at all hours of the night.
- g. Wallace had an eKeeper meeting to learn all the ends and outs
- h. We had a breaker blow with one being lost
- i. We are getting ready to start an inventory project
- j. Introduced Terry and Nelly as new staff members
- k. Getting ready to kick off Summer Reading
- l. We have had really great escape rooms. Always a fan favorite.
- m. We have had a spike in internet, so we are increasing our bandwidth

Librarian's Report:

Sarah Wallace mentions that our Audio, Print and DVD numbers all up. Our door count is down, but this is a trend everywhere. There was a discussion on why our directional questions were down so much, and Wallace states that we had a discussion on what they were and staff are being more careful on which one they click.

Treasurer's Report:

Register of Claims: Bob Rogers moved to pay claims 202-248; Archie Price seconded, motion carried.

Previous Months Claims: Pam Blake moved to pay the carry over claims 159-201; Archie Prince seconded, motion carried.

Shelby Thomas had everyone look at the Trust Indiana Document, which made Prince ask if we had any more funds that could be transferred over to this account. Sarah Wallace explained the only other account we had was our operating account.

Announcements:

- a. Sarah Wallace will be out of office May 23-31, but will be here for the board training.
- b. There will be an executive board meeting tomorrow, May 10, 2019 at 4:30pm.
- c. Next board meeting is June 13, 2019 at 6:00pm.

Public Comments: None

Adjournment:

Pam Blake moved to adjourn the meeting at 7:11 P.M.; Bob Rogers seconded and the motion passed unanimously.

Next Meeting is Thursday June 13, 2019 at 6:00 P.M.

Respectfully,

Rachael Neese