

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF MARCH 14, 2019

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at the Albany County Public Library Thursday, March 14, 2019 at 6:30 p.m. Directors present were Mike Massie, Chris Merrill, Tim Monroe, Jo Carol Ropp, and Scott Shoop. Also present were Nathan Bender, Technical Services Librarian; Dan Bendtsen, Laramie Boomerang reporter; Mark Anderson, Friends of the Library Board Chair; Martin Buchanan, member of the public; Rachel Crocker, Assistant Director; Pete Gosar, Albany County Commissioner; Terri Jones, Albany County Commissioner; Kennedy Penn-O’Toole, Cataloger; Deb Shogren, Youth Services Specialist; Peggy Trent, County Attorney; Joel Defebaugh, County Attorney’s Office; Ruth Troyanek, Library Director; and Caitlin White, ACPL Foundation Executive Director.

Massie called the meeting to order at 6:30 p.m.

INTRODUCTIONS:

- All present introduced themselves

ROLL CALL:

- Five board members were in attendance

PUBLIC COMMENT:

- New website slow
 - Crocker: Still working on full functionality
- Staff member concerns
 - Not all staff receiving raises
 - Troyanek: Those receiving raises are farthest below competitive range
 - No longer a staff liaison at ACPL board meetings

CHANGES OR ADDITIONS TO AGENDA:

- Move Employee Handbook to beginning of meeting
- Postpone security system contract

EMPLOYEE HANDBOOK:

Monroe moved to accept latest revision sent by Defebaugh to substitute current handbook. Ropp seconded.

Discussion followed. Only amendments are noted.

Probationary Period

Ropp moved to clarify language so new employees will not be covered by discipline protocols while in probationary period. At the end of the paragraph add “and the disciplinary and grievance procedure shall not apply during this probationary period.” Monroe seconded. All ayes. Motion passed.

Work Hours

Merrill moved to remove 1st sentence. “Except as otherwise specifically provided herein, the normal work week of full-time employees shall consists of thirty hours-forty hours per week of work.” Shoop seconded. All ayes. Motion passed.

Merrill moved to add “work” before “week” in 2nd sentence. Ropp seconded. All ayes. Motion passed.

Merrill moved to remove last sentence of paragraph. “If there is deviation from the normal work week, the differing schedule must me documented, approved by the respective Manager and placed in the employee personnel file.” Ropp seconded. All ayes. Motion passed.

Employee Recognition

Merrill moved to delete entire section. Monroe seconded. 4 ayes, 1 no. Motion passed.

Medical Insurance

Merrill moved to add “medical insurance” before “Benefit Document” in 2nd sentence. Ropp seconded. All ayes. Motion passed.

Sick Leave Accumulation

Merrill moved to remove “No sick leave will be given to temporary employees.” Ropp seconded. All ayes. Motion passed.

Vacation

Merrill moved to remove “permanent” from 2nd sentence. Ropp seconded. All ayes. Motion passed.

Board must offer consideration to change employees’ status of employment from for-cause to at-will with new handbook.

- Defebaugh: continued employment is not consideration
- Usually monetary

Board voted to pass employee handbook with amendments. 3 ayes, 2 nos. Motion passed.

Public notification process

- Board will have to revise current rules and regulations to rescind previous handbook and to separate new employee handbook from rules and regulations. This requires a 45 day public comment period.
- Public comment will begin at April 10 ACPL Board meeting.
- No employees will switch to new handbook before June.
- Board will need to discuss consideration during April budget discussion.

CONSENT AGENDA:

- Minutes of the Regular Meeting February 20, 2019
- Received budget update

Ropp moved to approve consent agenda. Merrill seconded. All ayes. Motion passed.

FINANCIAL REPORTS:

- Review of check register

Massie called for any objections to check register. Hearing none, the check register was approved.

DIRECTOR'S REPORT

- Congrats to Rachel Crocker and Caitlin White for being on Laramie's 20 under 40 list

RECEIVE REPORTS:

- ACPL Foundation: Caitlin White
 - John Burman, ACPLF Board Chair passed away
- Friends of the Library: Mark Anderson
 - Thanks for opening on Sunday for the sale
 - Raised \$7,900
 - Revised mission statement
 - Building community to support our library.
 - Friends Board voted to give library \$22,480 for second half of 2018.

OLD BUSINESS:

- No old business

NEW BUSINESS:

- Priorities for FY20 budget
 - After input from those present, Massie highlighted the collective priorities
 - Salaries
 - Increase Reserve Fund
 - Sunday Hours - The Board directed ACPL staff to study opening Sundays without increasing overall staffing costs
- Director Evaluation
 - Procedure changed from last year
 - Board members should give comments to Shoop
 - Evaluation will be prior to April 10 board meeting
 - Troyanek will provide board with her self-assessment by April 3

INFORMATION

- Next Board of Directors meeting is on April 10, 2019 at 6:30 p.m. at the UW Office Annex, 406 S. 21st St., in Conference Room 1.
 - Topics will include:
 - Contracts for security and fire alarm
 - Director evaluation
 - Rescind old personnel handbook
 - Regulations
 - Create timeline for updating

BOARD OFFICERS

- Massie stepping down as chair
- According to by-laws, other members choose new chair

Massie entertained a motion to elect Shoop, current Vice-Chair, as new ACPL Board Chair. Monroe so moved. Merrill seconded. 4 ayes. Shoop abstained. Motion passed.

Meeting adjourned at 8:40 p.m.

Submitted by Kennedy Penn-O'Toole, Secretary pro tem.