

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF DECEMBER 19, 2018

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at the Albany County Public Library Wednesday, December 19, 2018 at 6:30p.m. Directors present were Mike Massie, Chris Merrill, Tim Monroe, Jo Carol Ropp, and Scott Shoop. Also present were Amber Beitz, member of the public; Dan Bendtsen, Laramie Boomerang reporter; Janet Boss, Friends of the ACPL; Martin Buchanan, member of the public; Tim Chesnut, Albany County Commissioner; Rachel Crocker, Assistant Director; Joel Defebaugh, County Attorney's Office, Cassandra Hunter, Adult Services Librarian; Monica Owens, Youth Services Librarian; Kennedy Penn-O'Toole, Cataloger; 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:

- All five board members were in attendance

PUBLIC COMMENT:

- White recognized Commissioner Chesnut's years of service to the library

CHANGES OR ADDITIONS TO AGENDA:

- No changes

CONSENT AGENDA:

- Minutes of the Regular Meeting November 15, 2018
- Received budget update

Merrill moved to approve consent agenda. Ropp 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

- Troyanek shared the staff's Top 10 of 2018 list
- Report from the auditor
 - Improvements seen

- Some expense vouchers missing
- Staff will work to perfect record keeping
- Go to ALA Midwinter (Jan 25-29) in Seattle
- Personnel handbook
 - Staff will review in January
 - Will be given to board in early February
- Security Update
 - Security Costs will be covered in budget
 - Will need 45 day public comment period
 - Proposal at January meeting
 - Final approval at March meeting

RECEIVE REPORTS:

- ACPL Foundation: Caitlin White
 - Trying to raise last \$6000 of \$22,000 holiday appeal goal
 - Tax program starts in February
 - May have more participants due to tax changes
 - Foundation Board will review whether to continue program past 2019
- Friends of the Library: Janet Boss
 - No report

OLD BUSINESS:

- Health Care
 - Health Insurance
 - Crocker reported that all options were within budgeted amount
 - Board discussed Silver Balance, Silver Health Plus, and Silver Classic plans
 - Employees place importance on deductibles and drug costs
 - Massie expressed concerns about sustainability

Monroe moved to accept Silver Classic plan. Ropp seconded. All ayes. Motion passed.

- Dental Insurance (\$3,894)
 - Director recommended continuing current plan

Merrill moved to accept director's recommendation. Monroe seconded. All ayes. Motion passed.

- Vision Insurance (\$1,733)
 - Director recommended continuing current plan

Shoop moved to accept director's recommendation. Monroe seconded. All ayes. Motion passed.

- Counseling Services (\$2000)

- Director recommended plan through Peak Wellness Center
 - Will set aside \$2000/yr to cover \$90 appointments for staff
 - Cost depends on usage, may not be full \$2000

Merrill moved to accept director’s recommendation. Ropp seconded. All ayes. Motion passed.

- Telemedicine (\$2,160)
 - Director recommended plan provided by HealthiestYou
 - Covers all staff and dependents
 - Flat fee based on # of staff (\$9 per employee per month)

Shoop moved to accept director’s recommendation. Monroe seconded. Four ayes. One nay. Motion passed.

NEW BUSINESS:

- County Attorney MOU
 - For Trent’s four-year term

Ropp moved to accept MOU. Shoop seconded. All ayes. Motion passed.

- January-June topics
 - Looking for slack in budget to bring salaries up to standard and possible raises

INFORMATION

- Next Board of Directors meeting is on January 16, 2019 at 6:30 p.m. in the ACPL meeting room
 - Topics will include:
 - Presentation on The Great American Read
 - Salary Survey
 - Security Policy
 - Phone contract
- Commissioner Chesnut thanked board members for serving and reported the county commission took appointments to the board very seriously.

Meeting adjourned at 7:53 p.m.

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