

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF NOVEMBER 15, 2018

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at the Albany County Public Library Wednesday, November 15, 2018 at 6:30p.m. Directors present were Mike Massie, Chris Merrill, Tim Monroe, Jo Carol Ropp, and Scott Shoop. Also present were Janet Boss, Friends of the ACPL; Tim Chesnut, Albany County Commissioner; Rachel Crocker, Assistant Director; Kennedy Penn-O’Toole, Cataloger; Peggy Trent, County Attorney; Ruth Troyanek, Library Director; and Caitlin White, ACPL Foundation Executive Director.

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

INTRODUCTIONS:

- Employees Rin Kasckow, Kathi Wilhelm, and Cho Carter were introduced.

ROLL CALL:

- All five board members were in attendance

PUBLIC COMMENT:

- Interlibrary Loan patron thanked ACPL for sharing a book through OCLC
- Martin Buchanan
 - COLA for social security is 2.8%
 - Library should try to do the same for staff

CHANGES OR ADDITIONS TO AGENDA:

- Summer reading discussion moved to after Friends update
- Add discussion on break-in to new business

CONSENT AGENDA:

- Minutes of the Regular Meeting October 16, 2018
- Received budget update

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

- Financial Reports
 - FY18 Budget close-out
 - Question raised about difference in carry over amounts on FY18 Financial Summary (\$61K) and FY19 budget (\$90K).
 - Difference is due to items billed in FY18, but paid in FY19
 - Expenses are reflected on both budgets, but noted specifically as carry over in FY19 budget.

Ropp moved to approve final FY18 budget. Shoop seconded. All ayes. Motion passed.

- Review of check register

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

- Director's Report
 - ACPL has received approximately \$2,600 in donations to cover costs of replacement windows
 - ACPL is Laramie Chamber of Commerce's business of the month
 - Workforce job position
 - Workforce pays for position
 - 400 hrs., will be working in youth services
 - Website
 - Done by Jessica Perry
 - ACPL, Foundation, and Friends will have matching pages
 - Foundation page is live
 - Other sites up by the new year
 - Ropp questioned progress on the Personnel Handbook
 - Trent cited problems under the previous director
 - Merrill said delay caused by more important things (financial and operations)
 - Massie wants Personnel Handbook by February

RECEIVE REPORTS:

- ACPL Foundation: Caitlin White
 - Planning for Giving Tuesday and holiday donation period
 - Over \$2 million in assets
- Friends of the Library: Janet Boss
 - Final numbers for fall book sale will be available next month
 - Two new board members
 - Working on website to build content
 - Updated by-laws

SUMMER READING REPORT:

- All Aboard theme related to Laramie's 150th birthday
- Three different programs
 - Babies/early literacy skills
 - Children
 - Teens
- New tracking program
- Coordinated with Linford Elementary's free lunch program
- 1,214 attendance at Stories at the Park

OLD BUSINESS:

- No old business

NEW BUSINESS:

- Foundation Mini-Grant awards start December 1

Merril moved to accept grants as listed. Monroe seconded. All ayes. Motion passed.

- Insurance
 - 2019 rates will remain stable
 - Director recommends the Gold Balance plan for 2019
 - Provides staff with lower deductibles than 2018 Silver plan
 - Establish Flexible Spending Account
 - Still getting quotes
 - Discussion of compensation
 - Should staff get salary increase or better insurance?
 - Insurance only benefits full-time staff
 - Concern over stability of insurance rate increases
 - Need to show staff their full salary and benefits package

Shoop moved to accept director's recommendation for Gold Balance plan for 2019 health insurance. Merrill seconded. Two ayes. Three nays. Motion failed.

Monroe moved to fund new FSA program with up to \$2,000 in administrative costs. Ropp seconded. All ayes. Motion passed.

- Employee Assistance Program
 - Reviewing three options
 - Will help all staff, full or part time
- More information for December meeting
 - Rates & info about two intermediary Silver plans
- Phone Contract
 - \$100 cheaper per month

Merrill moved to approve phone contract with review of contract later which will be subject to changes by County Attorney Trent which will be reviewed by email and ratified at December board meeting authorizing staff to sign contract. Monroe seconded. All ayes. Motion passed.

- Break-in
 - Front doors and several windows were broken during vandalism
 - Doors replaced immediately, windows on order
 - Discussion on security measures to implement
 - Cameras
 - Panic buttons
 - Lights
 - Stronger windows

INFORMATION

- Next Board of Directors meeting is on December 19, 2018 at 6:30 p.m. in the ACPL meeting room
 - Topics will include:
 - Next 6 months in FY19
 - Insurance Update
 - Telemedicine and counseling benefits for staff
 - County Attorney contract
 - Staff to speak about one area of library
- Albany County Commission will vote on new liaison to ACPL Board at 1st meeting in January

Meeting adjourned at 9:30 p.m.

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