

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF OCTOBER 16, 2018

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at the Rock River Branch Library Wednesday, October 16, 2018 at 6:30p.m. Directors present were Mike Massie, Chris Merrill, Tim Monroe, Jo Carol Ropp, and Scott Shoop. Also present were Martin Buchanan, member of the public; Joel Defebaugh, County Attorney's office; Kennedy Penn-O'Toole, Cataloger; Pat Schmidt, Friends of the ACPL Representative; Shirley Spiegelberg, Rock River Branch Librarian, Ruth Troyanek, Library Director; and Caitlin White, ACPL Foundation Executive Director.

Massie called the meeting to order at 6:31 p.m.

INTRODUCTIONS:

- All present introduced themselves.

ROLL CALL:

- All five board members were in attendance

PUBLIC COMMENT:

- Martin Buchanan
 - Questioned reason why the shelver position was not posted on the website
 - Troyanek explained job was only open to current employees and volunteers

CHANGES OR ADDITIONS TO AGENDA:

- Summer reading discussion is removed

CONSENT AGENDA:

- Minutes of the Regular Meeting September 19, 2018
- Received budget update

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

- Financial Reports
 - Documents in board packet
 - Monroe reported they looked good

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

- Director's Report
 - Successful staff training day
 - Troyanek attended the RIPL (Research Institute for Public Libraries) training in Riverton which was very helpful
 - Shared infographics provided by Wyoming State Library
 - WY Lite Grant
 - ACPL received grant, will update lights to LEDs
 - Reserve Account
 - Opened October 11
 - Personnel Handbook
 - A lot of progress thanks to Defebaugh
 - County Attorney Trent has seen it
 - Staff salary committee
 - Will work to create pay scales from bottom to top
 - Massie: doesn't make sense to have board members on committee

Massie entertained a motion to remove the two board members from the committee and add two staff members chosen by Troyanek. Monroe so moved. Merrill seconded. All ayes. Motion carried.

RECEIVE REPORTS:

- ACPL Foundation: Caitlin White
 - Appreciation Night on November 2
 - Children's Alice in Wonderland mystery November 10
 - Raised \$15,000 from novel night
- Friends of the Library: Pat Schmidt
 - Fall sale is upcoming
 - Shelves are full
- Spiegelberg
 - Grateful for everything the main library does
 - Board is always invited to come to Rock River Branch

OLD BUSINESS:

- Revisions of sick leave
 - Troyanek: staff is interested in donating sick leave
 - Researched UW and other libraries
 - Proposal:
 - Staff are able to request if they have used all their leave and have been at the library at least 90 days
 - Staff can donate if they will have at least two weeks after the donation
 - Up to 4 days/person/year
 - Defebaugh stated policy ok to approve and can be cleaned up in personnel handbook if need.

Shoop moved to approve director's proposal. Monroe seconded.

- Merrill asked about part-time positions.
- They will be allowed to participate at pro-rated amounts.

All ayes. Motion carried.

- Staff Compensation
 - Troyanek would like to look into an Employee Assistance Program
 - Free counseling
 - Beneficial to employees
 - Will bring information on health insurance costs for 2019 to November meeting

NEW BUSINESS:

- Contracts
 - Tough Guys snow removal
 - Costs are same as last year
 - Contract the same as last year
 - Changed contact info on contract

Monroe moved to approve the contract with Tough Guys. Merrill seconded. All ayes. Motion carried.

- Wilken Enterprises for janitorial services
 - Same vendor
 - Massie noted several minor edits, which Troyanek will correct

Ropp moved to approve the contract with Wilken Enterprises. Monroe seconded. All ayes. Motion carried.

- Century Link
 - 3 year contract
 - Small increase in costs will result in greatly improved service
 - ACPL will be saving \$100/month with new phone system

Merrill moved to approve the contract with Century Link. Shoop seconded. All ayes. Motion carried.

- Roles of board v. staff
 - Massie presented state statutes
 - County Attorney Trent will write memo for November meeting

Merrill

- Board's purview to decide jobs and compensation

Ropp

- Concerns of micromanagement v. due diligence

Defebaugh

- Memo will cover this issue

Massie

- Compensation set through the budget
- Board's job to approve new positions, but not full job descriptions

Merrill

- What does 'duties' mean?

Massie

- What they do at work

Merrill

- 1-2 sentence description, not a full job description

General agreement that board should approve new positions with a 1-2 sentence description. This includes both full and part-time positions.

Merrill

- Oversee through budget
- Don't want to hamstring director
- Flexibility for director to address needs

White

- Oversight helps protect Troyanek from unpopular decisions
- Need a communication piece

Troyanek

- Shared hand-outs: ACPL Organizational Chart and Board & Director Roles: The Governance Model

INFORMATION

- Next Board of Directors meeting is on Thursday, November 15, 2018 at 6:30 p.m. in the ACPL meeting room
 - Topics will include:
 - 2019 health insurance rates
 - Mini grants from Foundation
 - Conclusion of roles discussion
 - Summer reading presentation
 - Statistics

Meeting adjourned at 8:10 p.m.

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