

Draft II
ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF DECEMBER 27, 2011

The Board of Directors of the Albany County Public Library met in regular session in the library's basement meeting room on Tuesday, December 27, 2011, at 5:04 p.m. Directors present were Antonio Bendezu, Terry Callaghan, Rebecca Roberts, and Diana Shelton and Suzanne Harris was excused. Also present were Julie Stephens, staff representative; Sam Farstad, Administrative Services Manager; Susan Simpson, Albany County Librarian; Marjorie Daley, Public Relations Coordinator; and Sarah Reese, ACPLF Executive Director.

CONSENT AGENDA: Diana Shelton moved and Terry Callaghan seconded approving the consent agenda as presented:

Minutes of the Regular Meeting of November 22, 2011
Written Reports for November 2011

- I. Statistics
- II. Financial Reports:
 - a. Payroll Summary
 - b. Revenues and Expenditures
 - c. Balance Sheet
- III. County Librarian's Report and Attachments

Statistics have been revised and corrected with some names changed to more accurately reflect what is counted. During the Dec. 9 staff training, several people suggested having pictures of ACPL board members available on the website and in the entry or both. Daley will coordinate the photos and posting prior to the next board meeting. Motion carried.

Staff Representative Julie Stephens shared five questions from the staff: 1. Is a sick bank possible? 2. Are the black marks on the ceiling mold? 3. What are the results of the air analyses? 4. Is a rec center discount available? 5. Are limits on the numbers of items checked out possible? There isn't enough staff to support a sick bank. Yes to the rec center discount and to the possibility of limits on numbers of items checked out. We don't think the marks are mold. A message about air analyses was to be delivered the next day.

Foundation Executive Director Sarah Reese reported that the foundation has about \$3K to raise to meet the Endowment Challenge. She is serving on the 125th anniversary committee and reported on its activities.

Friends Liaison Diana Shelton had no report.

Rebecca Roberts moved and Shelton seconded approving the vouchers as presented: Electronic Funds transfers: \$6,901.16; Operating Checking: \$7,376.11, and Flexible Spending Account: \$23. Motion carried.

CHANGES TO WYOMING WORKERS COMPENSATION COVERAGE: Current Wyoming Workers' Compensation Department staff members affirm that either all employees or only employees in hazardous occupations and inmates can be covered. The library had been covering drivers and passengers. Covering all employees would be about \$6,500; covering only those in hazardous occupations would be about \$250. A refund of the last three years of payments is possible. Roberts moved and Callaghan seconded limiting workers compensation coverage to staff members engaged in hazardous occupations and community service workers. Motion carried.

DELETE SHORT POLICY OF ACCEPTABLE USE OF EMPLOYEE TIME: Roberts moved and Callaghan seconded deleting the short version of the Acceptable Use of Employee Time, Callaghan seconded. Motion carried.

Shelton moved and Callaghan seconded recessing to the work session at 5:51 p.m., Motion carried.

The meeting reconvened at 6:50 p.m. Callaghan moved and Roberts seconded adjourning the meeting at 6:52 p.m. Motion carried.

Respectfully submitted,

Sam Farstad
Administrative Services Manager