

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF
REGULAR MEETING OF FEBRUARY 22, 2011

The Albany County Public Library Board of Directors met Tuesday, February 22, 2011, in the Albany County Public Library basement. Directors present were Antonio Bendezu, Terry Callaghan, Suzanne Harris, and Rebecca Roberts. Diana Shelton was excused. Library staff members present were Kathy Marquis, staff representative; Betsy Moore, Administrative Services Manager; and Susan Simpson, Albany County Librarian.

Chair Antonio Bendezu called the meeting to order at 5:01 p.m. New Youth Services Librarian Tamara Meredith was introduced.

CONSENT AGENDA: Rebecca Roberts moved and Terry Callaghan seconded approving the consent agenda as presented: Minutes of the Joint Meeting of January 25, 2011, and Minutes of the Regular Meeting of January 25, 2011, Statistics, Financial Reports, County Librarian's and ACPLF Executive Director's Reports. Some of the stats were incorrect due to a software upgrade and change in URL. Susan Simpson explained that the loan repayment could display in either the balance sheet or the revenue and expenditures, but not both. It is displaying on the balance sheet. Motion carried.

COUNTY LIBRARIAN'S REPORT: Simpson reported that the credit union account would be closed because statutes do not allow public funds to be kept in a credit union. The library would keep its membership however in order to retain its credit cards. Desk Quest, the print management system, has had a few bumps. The Laramie County Library staff thinks RFID is worth doing, but are not pleased with its inventory and security functions. Bendezu said that the board would be happy to entertain additional reports on children's activities.

STAFF REPRESENTATIVE'S REPORT: Kathy Marquis reported that staff had voiced no concerns other than safety. Attorney Bruce Moats answered questions about the proposed harassment policy in a conference call with many staff members sitting in. Roberts noted that it is the library's job to protect the library, the staff, and the accused.

FOUNDATION EXECUTIVE DIRECTOR'S REPORT: Paul Heimer reported the additional Public Library Endowment Challenge would be approved by the legislature—that would mean another \$3 million for the state and another \$130K for the foundation. He asked the directors to consider supplying another basket for the auction at Jazz Night.

CHECK REGISTER: Suzanne Harris moved and Roberts seconded approving the February vouchers as presented in the amount of \$159,813.46, including a \$141,261.42 payment to the Albany County Treasurer to return an overpayment and online

payments made to ACPE FCU Visa, ACPE FCU Book Bill Visa, Dex Media West, FSH Communications, Kone, Neopost, Qwest, Rocky Mountain Power, Source Gas, Staples, and mileage for those who drove their own vehicles in the month. Motion carried.

APPROVE CONCEPT OF A MOU WITH COUNTY: The board approved the concept of a memo of understanding with county IT to provide technical support. Details need to be worked out.

APPROVE FULLY FUNDING THE FLEXIBLE SPENDING ACCOUNT AND ORDERING CHECKS REQUIRING TWO SIGNATURES FOR THE SAME: The IRS requires that people enrolled in flexible spending accounts be reimbursed up to the full amount of their contribution as claims are submitted. Staff members contribute monthly. The library's CPA recommends fully funding the account at the beginning of the calendar year and be reimbursed through the year as employee contributions come in. She also recommends reimbursing employees with checks on the FSA rather than through the payroll function of the bookkeeping software. Both actions will provide a cleaner audit trail. Roberts moved and Callaghan seconded fully funding the Flexible Spending Account and ordering checks requiring two signatures for the same. Motion carried.

The meeting recessed at 5:51 for a work session. The meeting reconvened at 6:36.

Harris moved and Roberts seconded posting the revised harassment policy for public comment for forty-five days with the wording changed in the final bullet under "Examples of sexual harassment may include, but are not limited to the following" to change "gender" to "all protected classes." Motion carried.

Callaghan moved and Harris seconded adjourning at 6:36 p.m. Motion carried.

Respectfully submitted,

Betsy Moore
Secretary Ex-Officio