

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF
REGULAR MEETING OF MAY 24, 2011

The Albany County Public Library Board of Directors met Tuesday, May 24, 2011, in the Albany County Public Library basement. Directors present were Antonio Bendezu, Terry Callaghan, , and Rebecca Roberts. Suzanne Harris was excused. Diana Shelton was present briefly, and then was excused. Library staff members present were Betsy Moore, Administrative Services Manager; Susan Simpson, Albany County Librarian; and Bailey Murray, staff representative.

Chair Antonio Bendezu called the meeting to order at 5:02 p.m. There was no public comment.

INTRODUCTIONS: Attendees introduced themselves to Bailey Murray.

CONSENT AGENDA: Terry Callaghan moved and Rebecca Roberts seconded approving the consent agenda as presented: Minutes of the Regular Meeting of April 26, 2011, Statistics, Financial Reports, and County Librarian's Report. Motion carried with one correction to the minutes.

COUNTY LIBRARIAN'S REPORT: Susan Simpson reported that there is \$52,913.89 in the Specific Purpose Excise Tax (SPET) fund. So far the bill for the server room is \$19,084, but a server rack has not yet arrived. The county commissioners approved a \$350 change order to put a baffle on the air conditioner to match what is on county server air conditioners. The library earned \$569.31 from the C. J. Box book signing. She hopes to purchase a natural gas powered generator to be used for back-up power for the server when the electricity goes off. Simpson recently looked into Errors and Omissions insurance and found that the board members were covered under the county's LGLP coverage.

STAFF REPRESENTATIVE'S REPORT: Bailey Murray reported that a long time staff member suggested that, if there is a raise, people who've been here long enough to have missed step increases in years with no raises should be returned to the step they should have achieved if there had been raises. The board asked Simpson to provide information as a separate option during budget discussions.

ACPLF LIAISON: No report

FOL LIAISON: Amy Pearce noted that not all book sales happen in the library. There are off site sales and Internet sales. The April sale total was \$7,492.74. The board gave verbal approval to opening the library early on the Saturday of the Jubilee Days sale; this will be a June agenda item. The FOL board discussed purchasing Errors and Omissions insurance; an email poll was underway.

CHECK REGISTERS: Roberts moved and Callaghan seconded approving the May vouchers as presented in the amount of \$10,573.72, including online payments to ACPE FCU Visa, ACPE FCU Book Bill Visa, FSH Communications, Kone, Qwest, Rocky Mountain Power, Source Gas, Staples, TotalFunds by Hasler (formerly Neopost), and mileage for those who drove their own vehicles in the month. Motion carried.

Roberts moved and Callaghan seconded recessing at 5:30 p.m. to move into the work session.

The meeting reconvened at 5:55 p.m.

NEW BUSINESS: Callaghan moved and Roberts seconded the motion to post for public comment the Proposed Policy on Unattended Children & Adults in Need of Supervision:

- 1) **Children eight (8) years of age and younger** must have a parent/guardian or a person authorized by the parent/guardian to supervise the child *in the immediate vicinity of or in visual contact with the child*. A non-parent/guardian caregiver must be at least sixteen (16) years of age and carry emergency contact information for the child's parents/guardians.
- 2) **Children nine (9) years of age and older who carry emergency contact information for their parents/guardians** may use the library on their own. Parents are responsible for the behavior of their children in the library, whether or not the parent or an authorized caregiver is present. If a child fails to carry emergency contact information, the parents shall be notified that further violations of this policy may result, at the sole discretion of the library, in a suspension or revocation of library privileges.
- 3) **Children thirteen (13) years of age and younger who do not have transportation home at closing time** will be asked for contact information so that library staff can contact a parent/guardian. The parent/guardian will be asked to pick up the child immediately and informed that future incidents may result, at the sole discretion of the library, in a suspension of library privileges for the child. **Under no circumstances will a staff member give a child a ride home or take the child outside the building to wait for a ride home. If the parents/guardians cannot be contacted within a reasonable time, the staff may call the police for assistance.**
- 4) **Children 14 and older without transportation at closing time** will be assessed and handled at the sole discretion of library staff based on maturity.

An up-to-date library card is an acceptable substitute for emergency contact information.

Motion carried.

Roberts moved and Callaghan seconded approving the proposed new policy on administrative leave as edited:

The county librarian, at his/her sole discretion, may place an employee on administrative leave with pay pending the outcome of an investigation into allegations against the employee, if the employee has received a notice of recommended dismissal or for other reasons which the county librarian determines require the employee's absence from work. Administrative leave is not disciplinary,

but may be used when necessary to serve the mission of the library. An employee shall be notified in writing of the administrative leave, the reasons for the leave, the effective day and the expected duration. A copy of the letter shall be placed in the employee's personnel file. Employees on administrative leave for any reason other than a recommended dismissal shall make themselves available to return to work within one day if notified by the library that they are to return to work. If the employee is not available to return to work within one day, then the employee must take vacation or sick leave, whichever is appropriate.

Motion carried.

Roberts moved and Callaghan seconded approving an amendment to the board bylaws:

Article V: Albany County Public Library Foundation, Inc.

The library board will elect one member to serve a ~~three~~ **one** year term as the library's representative to the foundation board of directors. This will be concurrent with the representative's term on the library board. After serving as a library board representative appointed to the foundation board, an individual may serve as a public member of the foundation board.

Motion carried.

Callaghan moved and Roberts seconded adjourning the meeting at 5:56 p.m. Motion carried.

Respectfully submitted,

Betsy Moore
Secretary Ex-Officio