

**NORTH SHELBY LIBRARY DISTRICT
MINUTES OF THE BOARD OF TRUSTEES MEETING
OCTOBER 23, 2008**

The monthly meeting of the Board of Trustees of the North Shelby Library was held October 23, 2008. The meeting was called to order by Board Vice President Tim Ryan at 5:30 PM. Board members present in addition to Mr. Ryan were Kay Kelley and Stephanie Rauterkus. Library Director Carol Farr was also present.

Agenda

Kelley made a motion to adopt the revised agenda. Rauterkus seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried.

Minutes

Rauterkus explained that the August 28 minutes were incomplete because Zerkis took minutes until she arrived, but she has not received those notes from Zerkis in order to complete the minutes. The August 28 minutes were tabled. Kelley made a motion to accept the September 25 minutes. Ryan seconded the motion. Kelley, Rauterkus and Ryan voted in favor. The motion carried.

September 29. Kelley made motion to append. Rauterkus seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried.

REPORTS

Old Business

Operating Procedures

The discussion of operating procedures was tabled until the new business portion of the meeting.

Financial Report

Carol Farr noted that YA furniture has been ordered as requested by Tom Allen. Kelley moved to accept financials. Rauterkus seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried.

Director's Report

Farr reported that there is a new children's librarian. She also noted that the assessment amount is up approximately 3-4% over last year. Kelley commented on the new invoice format. Farr noted that with the help of the Shelby County IT Department, the invoices went out in one day. Kelley made a motion to send the programmer a token of appreciation. Ryan seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried.

New Business

Election of Officers

Ryan made a motion to elect Kelley President. Rauterkus seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried. Kelley made a motion to elect Ryan Vice President. Rauterkus seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried. Ryan made a motion to elect Rauterkus Secretary-Treasurer. Kelley seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried.

Out-sourcing of Payroll

Farr has two quotes for payroll services: 1) Paychex for \$2,284/year and 2) Payroll & Benefit Solutions for \$2,042 excluding Form 941. Rauterkus made a motion to accept Paychex. Kelley seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried. Kelley asked Farr to contact ACCI to find out how to import Paychex data into the General Ledger.

Out-sourcing of Billing

Farr reported that Debbie McRae takes the data from the County, formats it and sends it back to the County for the bills to be printed and mailed.

Director's Retirement

Ryan thanked Farr for her many years of service, friendship and collegial nature. Ryan asked Farr for the details regarding her departure. Farr distributed a list of projects that she is working on. Farr noted that two most time consuming aspects of her job are scheduling the meeting room and handling building/grounds issues. She estimated that these duties take approximately 50% of her time. Farr suggested hiring a maintenance person/company. Kelley discussed honoring Farr in late January or early February 2009. Kelley made a motion to accept Farr's retirement effective November 6, 2008. Rauterkus seconded. Kelley, Rauterkus and Ryan voted in favor. The motion carried.

Director's Replacement

Kelley asked Farr how much time she estimated she would need to train a new director. Farr estimated three days per week through the end of January 2009. The Board discussed the need to hire a bookkeeper to handle payroll, disbursements and supplies. Farr recommended hiring a business manager for 30 hours/week who reports to the Board. Farr will begin looking for someone who can start by 11/3/2008. Farr will solicit proposals for building/grounds maintenance. Farr will need to be replaced as emergency contact for the alarm company. The Board discussed using the closest Board member. The Board discussed adhering to the approved succession plan. Farr will discuss the assistant library services director with internal candidates and schedule interviews with the Board for interested candidates. Rauterkus requested a breakdown of the payroll budget before considering motions for new hires or promotions.

Open Meetings Law

Kelley read from the Alabama Open Meetings Act explaining that secret ballots (which would include called-in votes left as messages) are not allowed because "each member's vote must be revealed openly to those in attendance."

Next Board Meeting

The next meeting was set for Thursday, November 6, 2008 at 5 PM.

Adjournment

Tim Ryan adjourned the meeting at 7:21 PM.