

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
NOVEMBER 2, 2020

Presiding Officer: Pamela Poe, President

Board Members present: Gabrielle Carr, Ann Carruthers, Amy Niemeier, and Roger Whaley

Board Members absent: Steve Burks

Board Attorney: Jason Lopp was not present

Staff Members present: Melissa Merida, Sandra Fortner, Erin McCorkle, and Abby Johnson

Guests present: None

The Board of Trustees meeting was held in the Strassweg Auditorium.

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes for October 5 meeting*
- B. Set Board meeting for December 7*
- C. Approval of Bills and Invoices to be paid*

Mr. Whaley moved: That the consent agenda be approved.

Seconded by: Ms. Niemeier

Motion: approved

PUBLIC INPUT

None

PERSONNEL

Sandra Fortner asked the Board to look over the Carnegie Leader's job description and give feedback before the job is posted.

DIRECTOR'S REPORT

Ms. Merida presented proposed improvements to the Carnegie Inc. bookkeeping system. The new plan would run Carnegie Inc. money through our books, similar to the current process we have for Friends and Foundation. She will present the plan at the next Carnegie Inc. board meeting.

The metal frame for the new Indiana Room wall is almost installed. The new IT room could be done by the end of this week, and auditorium improvements are underway.

Ms. Merida submitted a proposal for the Georgetown building that has been discussed in previous meetings.

FOUNDATION REPORT

The Foundation has transferred \$8,000 to its checking account so that the yearly disbursement can be made to the Library.

OLD BUSINESS

Board Replacements:

Ms. Poe suggested creating an informational flyer to recruit and educate potential new Board members.

NEW BUSINESS

Debt Write Off policy:

The Debt Write Off and Records Purge Policy (copy appended) formally puts into writing the procedures which are already in place.

Ms. Carr moved: That policy POL 20-F-001 be approved.

Seconded by: Mr. Whaley

Motion: approved

Select Treasurer for 2021:

Mr. Whaley moved: That Amy Niemeier be the Board Treasurer for 2021.

Seconded by: Ms. Carruthers

Motion: approved

Holiday schedule for 2021:

Ms. Carr moved: That the Holiday schedule for 2021 be approved.

Seconded by: Mr. Whaley

Motion: approved

Internal Control Updates/Additions:

Section 2.20 (Vehicles) is being updated, and Article III Section 3.01 (Travel) and Article IV Section 4.01 (Emergency Functions) are being added. The Board discussed several points and agreed to table until next month.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by Board of Trustees.....December 7, 2020

Pamela O. Poe
[Signature]
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Amy Niemeier

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