

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**

**JULY 12, 2021**

Presiding Officer: Ann Carruthers, President

Board Members present: Erica Lawrence, Kate Moore, Amy Niemeier, Pamela Poe, and Roger Whaley

Board Members absent: Steve Burks

Staff Members present: Melissa Merida, Sandra Fortner, Erin McCorkle, Luis Munoz, and Laura Wilkins

The Board of Trustees meeting was held in the Strassweg Auditorium at 5:30 pm.

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes for June 7 meeting*
- B. Approval of Bills and Invoices to be paid*
- C. Table discussion to update Board Bylaws*

Mr. Whaley moved: That the Consent Agenda be approved.

Seconded by: Ms. Niemeier

Motion: approved unanimously

**PUBLIC INPUT**

Luis Munoz reported that this week's Alice in Wonderland family tea party kits and programming have been very successful.

Laura Wilkins reported that the *Form, Not Function* exhibit will close on July 17. Carnegie has received a new grant from the Indiana Arts Commission. One part of the grant is for operational support, and another part is a merit award for innovative service during the pandemic.

**PERSONNEL**

Sandra Fortner reported that six employees took the retirement package. Their reception was well received. Three other staff have resigned in July. Children's Librarian Jamie Beaven's last day was July 8. Librarian Assistant Stephen Wisheart has accepted a new job and will leave July 17. Customer Service Liaison Joe Shepherd has accepted a position as a social worker. His last day is July 21.

**DIRECTOR'S REPORT**

Ms. Merida distributed a handout outlining proposed pay rates and ceilings. The recommended new starting pay rate is \$13/hour for Customer Service Liaisons. Pay ceilings will be put into place to encourage staff to continue their education and move to higher positions. The food pantry is now projected to open during the first week of August.

**FOUNDATION REPORT**

Mr. Whaley reported that the Foundation is now registered with Amazon Smile and encouraged people to sign up. The next Foundation meeting is July 20.

**OLD BUSINESS**

Collection Development Policy:

There have been a few updates to the version that was presented last month.

Mr. Whaley moved: That the Collection Development Policy be approved.  
Seconded by: Ms. Poe

Motion: approved unanimously

**NEW BUSINESS**

Narcan with Floyd County Health Department:

Narcan (naloxone) is a nasal spray that reverses opioid overdoses. Anita Schellenberger with the Health Department would like to educate the staff about its use. The Board agreed to allow the training but limit carrying Narcan to a "response team" of specially trained staff.

Job descriptions for Carnegie:

Ms. Merida presented job descriptions for four positions: Creative Leader, Museum Operations Leader, Museum Program Educator, and Visitors Services Associate. Current job duties have been rearranged among these positions to improve workflow at Carnegie.

Ms. Lawrence moved: That the job descriptions be approved.  
Seconded by: Ms. Moore

Motion: approved unanimously

Acceptable Use Policy:

There are no changes to the policy (POL-21-P-001). It must be reviewed every year.

Mr. Whaley moved: That the Acceptable Use Policy be approved.  
Seconded by: Ms. Moore

Motion: approved unanimously

PLAC Report:

There were no PLAC cards sold this quarter.

**ADJOURNMENT**

As there was no further business the meeting was adjourned.

Reviewed and approved by Board of Trustees.....August 2, 2021

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