

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**DECEMBER 5, 2022**

Presiding Officer: Roger Whaley, Vice President

Board Members present: Ann Carruthers, Erica Lawrence, and Kate Ziady

Board Members absent: Steve Burks, Amy Niemeier, and Pamela Poe

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

**CALL TO ORDER**

The Board of Trustees meeting was called to order in the Strassweg Auditorium at 5:32 pm.

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes for November 7 meeting*
- B. Approval of Bills and Invoices to be paid*
- C. Set Board Meeting for January 9*
- D. Table discussion to update Board Bylaws*

Ms. Ziady moved: That the Consent Agenda be approved

Seconded by: Ms. Carruthers

Motion: approved unanimously

**PUBLIC INPUT**

Luis Munoz reported that the gingerbread house extravaganza drew a crowd of over 1,000 people. A total of 1,500 gingerbread house kits were distributed during and after the program.

**PERSONNEL**

Sandra Fortner reported that Adult Librarian Selena McCracken has resigned. Current open positions at the Library are adult librarian, social services coordinator, safety officer, and museum educator.

**DIRECTOR'S REPORT**

Ms. Merida thanked all who helped and attended the staff holiday party.

The Library is ending the year on strong financial footing. There are several projects that could be encumbered for next year, such as remodeling the upper restrooms and old Indiana Room, and buying new air conditioners at Carnegie.

The Makerspace at Carnegie is coming along well. When an educator is hired, the project can move forward with the purchase of equipment.

The Memorial/Tribute Wall is finished, and a ribbon cutting event will be held on December 19 at 3:00 pm.

Ms. Merida suggested having a Board meeting at Carnegie, Galena, or IUS at some point next year. The Board was agreeable to that idea.

**FOUNDATION REPORT**

Mr. Whaley had no news to report.

**COMMITTEE REPORTS**

None

**OLD BUSINESS**

Treasurer's Oath of Office:

Amy Niemeier was not present.

Revised Holiday List for 2023:

A day off for July 3 was added to the Independence Day holiday.

Ms. Ziady moved: That the revised holiday list be approved.

Seconded by: Ms. Carruthers

Motion: approved unanimously

**NEW BUSINESS**

Board meeting dates for 2023:

Ms. Carruthers moved: That the Board meeting dates for 2023 be approved.

Seconded by: Ms. Ziady

Motion: approved unanimously

Certification of Staff Internal Control training:

Under SBOA guidelines, Ms. Merida must report to the Board that all staff have viewed the required Internal Controls video. All staff have completed the training.

Update Internal Controls:

More formatting and updating needs to be done, so a revised version will be brought to the January meeting. Until then, the 2021 version will continue to be used.

Ms. Ziady moved: that the Internal Controls be tabled and the 2021 version remain in effect.

Seconded by: Ms. Lawrence

Motion: approved unanimously

Resolution to pay bills through December:

Ms. Merida reported that some other libraries do not do a year-end meeting. This resolution would allow the Library to pay bills in December without the final meeting. Encumbrances and transfers would be done at the regular January meeting.

Ms. Ziady moved: that the Resolution to Pay Year End Claims (22-FIN-010) be approved.

Seconded by: Ms. Lawrence

Motion: approved unanimously

Ms. Merida will follow up with State Board of Accounts to see if a year-end meeting is necessary, and if the resolution is sufficient to cover the Library's needs. The Board agreed to meet on December 28 at 11 am if a year-end meeting is required.

ADJOURNMENT

As there was no further business the meeting was adjourned.

Reviewed and approved by Board of Trustees.....January 9, 2023

*Erica Lawrence*  
*Ann Caron*  
*R. Blay*  
~~*Steven P. Dunn*~~

*Amy Womack*  
*John Brady*