

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

MAY 6, 2024

Presiding Officer: Erica Lawrence, President

Board Members present: Steve Burks, Ann Carruthers, Amy Niemeier, and Pamela Poe

Board Members absent: Roger Whaley and Kate Ziady

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

Guests present: Jerry Finn (Friends of Town Clock Church)

CALL TO ORDER

The Board of Trustees meeting was called to order in the Strassweg Auditorium at 5:37 pm.

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes for April 1 meeting*
- B. Approval of Bills and Invoices paid*
- C. Set Board meeting for June 3*

Mr. Burks moved: That the Consent Agenda be approved.
Seconded by: Ms. Poe
Motion: approved unanimously

PUBLIC INPUT

The Board received two letters from the public in their packets.

PERSONNEL

Sandra Fortner reported two new hires. Children's Librarian Amy Hollins begins work on May 13. Part-time Customer Service Liaison Rachel Behrman has been hired to work at Galena. This is part of an effort to shift away from Safety officers in favor of more Library staffers at Galena.

DIRECTOR'S REPORT

Ms. Merida reported that the Dr. David West Reynolds exhibit opens Saturday and has become a bigger event than originally planned. Ms. Merida will attend the New Albany Board of Public Works meeting on Wednesday to discuss street closures for the event. The Kickoff runs from 11am-3pm and the CAC will be open until 5pm. The exhibit will run through August 31. Discussions have begun regarding the old Edwardsville School building; nothing is set in stone yet. The County is working on securing grant funding for the restoration of the building. The Library would only be responsible for interior furnishings to do business in the location.

FOUNDATION REPORT

The Foundation's quarterly meeting was held in April. The next meeting will be in July.

COMMITTEE REPORTS

None

OLD BUSINESS

Update Internal Controls – tabled:

This item will continue to be tabled.

Partnership with Friends of Town Clock Church:

This Memorandum of Understanding is the result of conversations that have been ongoing since August of 2022. Ms. Merida explained that a partnership would allow the Underground Railroad and Lucy exhibits to be updated while still maintaining ownership of them. A Museum Educator, a currently existing open position, would be hired to steer the project and work with volunteers. Moving the exhibits would free up space in the museum for new galleries and storage; much of the renovations could be done in-house. The exhibit would belong to the Library; the facility would be ours for a lease of \$1 per year. We would collaborate with volunteers to provide education for tours of the Town Clock Church.

Jerry Finn stated that the Friends of Town Clock Church are excited about the project, and are just waiting on the Library to see what the plan is.

The Board discussed several concerns. They would like to send the agreement to the Library's attorney for review.

Ms. Poe moved: That this item be tabled.

Seconded by: Ms. Carruthers

Ayes: Ms. Carruthers, Ms. Poe

Nays: Mr. Burks, Ms. Lawrence, Ms. Niemeier

Motion: failed

Mr. Burks moved: That this be considered the first reading; the second reading will be at the June meeting.

Seconded by: Ms. Niemeier

Motion: approved unanimously

NEW BUSINESS

Nonexempt/Exempt structure changes and Librarian Assistant job description:

The Library must comply with the new exempt status laws by July 1. Under the new structure, the only exempt employees will be department heads, those with special degrees, and the Director. Non-certified staff on the Library floor will now be "Librarian Assistants." There will be one job description for all Librarian Assistants.

Mr. Burks moved: That the Staffing Categories & Pay Structure chart and the Librarian Assistant job description be approved.

Seconded by: Ms. Carruthers

Motion: approved unanimously

Carnegie building projects:

This item was discussed in the Underground Railroad exhibit conversation.

Central closure on May 11:

Ms. Merida asked to close Central branch on SRP Kickoff day because there are not enough employees to work the block party and Central at the same time. If it rains, the block party will be cancelled and Central will be open as usual.

Mr. Burks moved: That Central be closed on May 11, except in the event of rain.

Seconded by: Ms. Niemeier

Motion: approved unanimously

Other business:

Ms. Carruthers reported that Board members had received emails from former staff members earlier in the day. The Board discussed next steps and agreed that the established protocol is for employees to take complaints to HR. The emails will be forwarded to the Library's employment attorney for review and further action if needed.

ADJOURNMENT

Mr. Burks moved: That the meeting be adjourned.

Seconded by: Ms. Poe

Motion: approved unanimously

Reviewed and approved by Board of Trustees.....June 3, 2024

Kate Liady
Pamela Poe
Ann Carruthers
Ann Niemeier

[Signature]
Eva Lawrence