

**MINUTES OF THE REGULAR MONTHLY MEETING**

**BOARD OF TRUSTEES**

**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**

**NOVEMBER 4, 2024**

Presiding Officer: Erica Lawrence, President

Board Members present: Steve Burks, Ann Carruthers, Amy Niemeier, Pamela Poe, Roger Whaley, and Kate Ziady

Board Members absent: None

Staff Members present: Melissa Merida, Sandra Fortner, Erin McCorkle, Aaron Williams, and Payton Barger

**CALL TO ORDER**

The Board of Trustees meeting was called to order in the Applegate Room at 5:36 pm.

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes for October 7*
- B. Approval of Bills and Invoices paid*
- C. Set Board meeting for December 2*

Mr. Burks moved: That the consent agenda be approved.  
Seconded by: Mr. Whaley  
Motion: approved unanimously

**PUBLIC INPUT**

None

**PERSONNEL**

Sandra Fortner reported that the Library is still seeking a Youth Librarian and Museum Educator.

**DIRECTOR'S REPORT**

Ms. Merida reported on the results of the HR audit. There are only a few items not in compliance.  
Numbers were very good for October. The Halloween Bash had 908 people in attendance. The Library also participated in several community Trunk-or-Treat events. Ms. Merida thanked the staff for their extra hours and effort that made the events a success.  
Harvest Homecoming had great numbers despite the unfortunate ending. The stage drew a crowd of 784 for the Xalt Aerialists on Saturday night. The booth also won an award for the third time. Ms. Merida thanked the staff for their hard work and expressed the staff's appreciation to the Board for allowing Monday to be a holiday.  
A leak that developed last year over the hallway has continued to unknowingly seep. The source has finally been found and repaired, but water damaged walls will have to be torn out in the hallway, Facilities office, and Gallery room.  
There are no quotes yet on the Annex fencing project.

AT&T is phasing out copper phone lines and the Library's phone system will need to be replaced. We are between contracts but were able get a temporary contract in place. The government price saves \$9,000 per month, so it is very important to retain a contract. The phone system will likely switch over to VOIP, except for lines that are required to be hardwired. We are receiving a discount on the new interlibrary loan system of OCLC and Indiana Shares for now. After this year, those services will cost an additional \$12,000.

### **FOUNDATION REPORT**

Mr. Whaley reported that the Foundation's investment balance was \$591,091.33 at the beginning of the year and is currently \$665,314.94.

### **COMMITTEE REPORTS**

None

### **OLD BUSINESS**

Update Internal Controls – tabled:

This item will continue to be tabled.

### **NEW BUSINESS**

ILF Conference – April 11, 2025:

ILF has asked the Library to hold the Regional Conference again. Ms. Merida requested to close the Library on that day.

Approve holidays for 2025:

Mr. Burks moved: That the Holiday and In-service List be approved.

Seconded by: Ms. Carruthers

Discussion: Mr. Burks asked why Veterans Day was not a holiday for all employees.

Mr. Burks moved: That the Holiday and In-service List for 2025 be approved and amended to add Veterans Day as a holiday for all employees.

Seconded by: Ms. Carruthers

Motion: approved unanimously

Organizational Leadership HR Audit report/ Review of staff policies and procedures manual:

Organizational Leadership (the company behind the HR audit) has created a system to view policies based on our request to have a more organized system. Policies will be indexed, stored in electronic folders, and divided into sections. This system will eliminate the need for paper binders. The old policies will be archived as they are replaced by new ones.

The Board agreed that they prefer to review policy updates as they occur, rather than all at once. The Board discussed the revision process and agreed that drastic changes should be reviewed by Leadership, but policies without changes could come straight to the Board.

The employee handbook is largely based on the policy manual. The handbook will be the next big project to work on.

Select Board Treasurer for 2025:

Ms. Carruthers moved: That Ms. Niemeier remain the Board Treasurer for 2025.

Seconded by: Mr. Whaley

Motion: approved unanimously

Other business:

Ms. Poe expressed her displeasure with last month's Executive Session. She distributed a letter that she wished to be included in the minutes. (copy appended)

**ADJOURNMENT**

Mr. Whaley moved: That the meeting be adjourned.  
Seconded by: Ms. Ziady  
Motion: approved unanimously

Reviewed and approved by Board of Trustees.....December 2, 2024

Yvonne Ziady  
P.O. Poe  
Nynn Carothers  
~~Stacy Smith~~

Amy Mennear  
Erica Lawrence  
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*Please add to board minutes. yep.*

November 4, 2024

**Attention: Trustees of the New Albany-Floyd County Public Library**

This letter is in response to the executive board session held on October 7, 2024 and to a follow up email I received on October 30, 2024.

It is my understanding that I was the topic of the executive session held on October 7, 2024. Unfortunately, I was out-of-state on a vacation with my husband, children, and grandchildren. Even more unfortunately, I was not informed of the topic for the executive session until October 30, 2024 in an email from our board president.

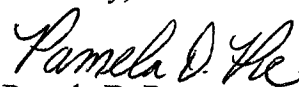
Roughly six years ago, I contacted the library board attorney for advice in a matter brought before this board. I acted in good faith by exercising care and prudence when I contacted any attorney for advice and never once implied I represented the board. I wanted to perform proper due diligence before casting my vote on the matter before the board. I feel a strong sense of loyalty to this board, and I have a responsibility to make decisions in accordance with Federal, State, and local laws.

If there is a State Law or Floyd County Library Policy that restricts a board member from contacting the board attorney or the State of Indiana Library Attorney, I sincerely apologize for my actions. However, I request that these documents be provided, in writing, to the Board for us to review.

There will not always be 100% consensus by the board on every issue, but each individual board member should bring their thoughts and concerns on the issues to the attention of the board for discussion before voting.

I feel a responsibility to this board and to the citizens of Floyd County to do my best. By contacting the attorneys, I sought to fulfil my requirements as an informed board member performing due diligence. I sought to make an informed and intelligent decision on a matter before the board with the resources available to myself as well as every other board member here. I have always performed my duties as a board member with integrity. Regardless, of the outcome, I have love for all libraries, especially the New Albany Floyd County Public Library!

Sincerely,



Pamela D. Poe  
NAFC Public Library Trustee