

MINUTES OF THE REGULAR MONTHLY MEETING

BOARD OF TRUSTEES

NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY

JANUARY 15, 2025

Presiding Officer: Kate Ziady, Vice President

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

Board Members absent: Steve Burks, Erica Lawrence, and Pamela Poe

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

CALL TO ORDER

The Board of Trustees meeting was called to order in the Applegate Room at 5:31 pm.

ELECTION OF PRESIDENT, VICE PRESIDENT, AND SECRETARY

The Treasurer was selected at the November meeting. The remaining officers are proposed as:

Kate Ziady, President

Pamela Poe, Vice President

Ann Carruthers, Secretary

Mr. Whaley moved: That the officers be approved as presented.

Seconded by: Ms. Carruthers

Motion: approved unanimously

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes for December 2
- B. Approval of Bills and Invoices paid
- C. Set Board meeting for February 3
- D. Untable Internal Controls

Ms. Niemeier moved: That the consent agenda be approved.

Seconded by: Mr. Whaley

Motion: approved unanimously

PUBLIC INPUT

Luis Munoz reported great numbers from holiday programming. The gingerbread house event saw 2,157 people, the Polar Express party had 420 people, and the Community Music Alliance holiday concert had 206 people. The Reads and Roasts program had its biggest year yet, with participants logging 1.2 million minutes of reading and 432 completions.

Ms. Merida reported that the Make and Take craft program has been very popular, with 50-60 attendees at Central and additional sessions being held at CAC and Galena.

Social Services Leader Payton Barger presented food pantry statistics. In 2024 the pantry gave out 7,186 day bags and served 6,552 people through Dare to Care and USDA. This is an increase from 5,228 people served in 2023.

PERSONNEL

Sandra Fortner reported Ashley Martin has returned to full-time work after being on medical leave. There are no new hires, but several candidates will be interviewed soon.

Staff service recognitions:

10 years: Jeremiah Dixon, Luis Munoz, Toya Payne

25 years: Amanda Harris

40 years: Stephanie Tolbert

DIRECTOR'S REPORT

Ms. Merida reported that there is a current issue regarding litigation that needs discussion before the County Commissioners meeting. The Board agreed to a special called Executive Session on January 21 at noon.

FOUNDATION REPORT

Mr. Whaley had no news to report.

Appoint Board Liaison:

Ms. Niemeier moved: That Roger Whaley be reappointed as Board Liaison for 2025.

Seconded by: Ms. Carruthers

Motion: approved unanimously

COMMITTEE REPORTS

None

OLD BUSINESS

Update Internal Controls – Social Services mail delivery:

The Homeless Coalition has asked to have a filing cabinet in the Library to assist their mail delivery to unhoused people. Mail would go to the Homeless Coalition's office, then the Coalition would deliver it here to a locked filing cabinet for recipients to pick up. Payton Barger and the Coalition worked together to write internal controls for handling and logging the mail.

Ms. Carruthers moved: That this item be tabled until the next meeting.

Seconded by: Mr. Whaley

Motion: approved unanimously

Staff Policy Update – Sections 2 and 3:

Section 2 and part of Section 3 of the Staff Policy manual are ready. There were no major changes from the previous versions.

Ms. Niemeier moved: That all of Section 2 and Sections 3.01 and 3.02 be approved.

Seconded by: Ms. Carruthers

Motion: approved unanimously

NEW BUSINESS

Appoint Board Committees:

Ms. Niemeier moved: That Mr. Whaley and Mr. Burks be appointed to the 2025 Building Committee.

Seconded by: Ms. Carruthers

Motion: approved unanimously

PLAC quarterly report:

There were no PLAC cards sold this quarter.

Resolution for Transfer of Funds:

Mr. Whaley moved: That the Resolution for Transfer Appropriation funds (25-FIN-001) be approved.

Seconded by: Ms. Niemeier

Motion: approved unanimously

Resolution to encumber purchase orders:

The total amount to encumber is \$63,195.69. Some of that amount is for the Central Makerspace. A large chunk is for the (supposedly resolved) AT&T bill, just in case it is actually needed.

Ms. Niemeier moved: That the Resolution to Encumber Purchase Order (25-FIN-002) be approved.

Seconded by: Ms. Carruthers

Motion: approved unanimously

ADJOURNMENT

Ms. Niemeier moved: That the meeting be adjourned.

Seconded by: Ms. Carruthers

Motion: approved unanimously

Reviewed and approved by Board of Trustees.....February 3, 2025






