

**MINUTES OF THE REGULAR MONTHLY MEETING**  
**BOARD OF TRUSTEES**  
**NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY**  
**APRIL 7, 2025**

Presiding Officer: Kate Ziady, President

Board Members present: Ann Carruthers, Erica Lawrence, Amy Niemeier, Pamela Poe, and Roger Whaley

Board Members absent: Steve Burks

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

**CALL TO ORDER**

The Board of Trustees meeting was called to order in the Strassweg Auditorium at 5:34 pm.

**APPROVAL OF CONSENT AGENDA**

- A. Approval and signing of Board minutes of March 3*
- B. Approval of Bills and Invoices paid*
- C. Set Board meeting for May 5*

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

**PUBLIC INPUT**

None

**PERSONNEL**

Sandra Fortner reported that Aaron Williams was selected as the Assistant Director of Operations and began work in that new position today. The Central Leader position will be advertised and refilled.  
Library assistant Jared Bruno has resigned effective April 16.

**DIRECTOR'S REPORT**

Ms. Merida gave a legislative update. Funding cuts to the Indiana State Library could directly affect interlibrary loan services, services for the blind and visually impaired, and materials accessible through the Libby app. These cuts combined with federal IMLS cuts would make things difficult for libraries across Indiana. Cutbacks are expected for the Indiana Arts Commission and National Endowment for the Humanities. At the state level, there is also a property tax bill that could result in a significant loss of funding, and another bill with problematic language about obscenity.  
Construction on the Central Makerspace is ongoing. The old Indiana Room is in the planning stage of being converted into offices and a study room.  
The Friends of the Library made over \$6,000 at their first book sale of the year.

Ms. Merida attended the County Commissioners meeting on March 4. The Commissioners approved a plan to repurchase the Galena property.  
The READI grant for the Edwardsville school project is almost funded to receive the matching funds. Talks have begun with the architects and the plans look promising.

### **FOUNDATION REPORT**

Mr. Whaley had no news to report. The next Foundation meeting will be April 15.

### **COMMITTEE REPORTS**

None

### **OLD BUSINESS**

#### **Policy on the disposal of abandoned items:**

There were no edits from the draft that was presented last month.

Ms. Carruthers moved: that the Policy on the Disposal of Abandoned Items (POL-25-P-001) be approved.

Seconded by: Ms. Lawrence

Motion: approved unanimously

### **NEW BUSINESS**

#### **Quarterly PLAC report:**

One PLAC card was sold this quarter.

#### **Collection Development Policy:**

The policy has been updated to address old references to SRCS, add the IUS location, and add clarification to the review process. The Board suggested adding a requirement for contact information on the Request for Reconsideration form.

Ms. Niemeier moved: That the Collection Development Policy be approved.

Seconded by: Mr. Whaley

Motion: approved unanimously

#### **Job descriptions:**

The Human Resources Director job description was updated to remove Assistant Director responsibilities from the position.

Ms. Lawrence moved: That the Human Resources Director job description be approved.

Seconded by: Ms. Carruthers

Motion: approved unanimously

The Human Resources Assistant will be a new position. The assistant will do front-end HR work such as ensuring time cards are correct.

Ms. Niemeier moved: That the Human Resources Assistant job description be approved.

Seconded by: Ms. Lawrence

Motion: approved unanimously

The Library Assistant - Food Pantry Coordinator description was updated with slight changes to wording.

Mr. Whaley moved: That the Library Assistant - Food Pantry Coordinator job description be approved.

Seconded by: Ms. Lawrence

Motion: approved unanimously

An Organization-Wide Expectations section has been created and will be added to each job description.

Ms. Carruthers moved: That the Organization-Wide Expectations be approved.

Seconded by: Mr. Whaley

Motion: approved unanimously

Updated Organizational Chart:

Ms. Merida explained the updates to the chart. Some Board members asked for more clarification about exempt and non-exempt positions.

Ms. Carruthers moved: That the organizational chart be approved.

Seconded by: Ms. Poe

Motion: approved unanimously

Involvement in Pride Festival:

Ms. Merida asked the Board's opinion on the Library's level of involvement in this year's Pride festival. The Board agreed that having a booth was acceptable.

**ADJOURNMENT**

Mr. Whaley moved: That the meeting be adjourned.

Seconded by: Ms. Poe

Motion: approved unanimously

Reviewed and approved by Board of Trustees.....May 5, 2025

  
  
  


  
