

MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY
MARCH 3, 2025

Presiding Officer: Kate Ziady, President

Board Members present: Steve Burks, Pamela Poe, and Roger Whaley

Board Members absent: Ann Carruthers, Erica Lawrence, and Amy Niemeier

Staff Members present: Melissa Merida, Erin McCorkle, Amanda Harris, Payton Barger, Ashley Martin, Luis Munoz, Brittany Weber, and Leslie Venzor

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA

- A. Approval and signing of Board minutes of February 3*
- B. Approval of Bills and Invoices paid*
- C. Set Board meeting for April 7*

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

PUBLIC INPUT

Payton Barger introduced her Social Services practicum students, Brittany Weber and Leslie Venzor. They are working at the Library as a requirement to complete their master's degrees in social work.

PERSONNEL

Abby Johnson should have been included in last month's staff service recognition list. She is celebrating 15 years at the Library.
Liz Garrison began work today as the new Youth Services Librarian.
The Museum Educator position is still unfilled. The search is now being expanded to include part-time applicants.

DIRECTOR'S REPORT

Annual reporting is complete. The Library finished 2024 with strong numbers for budgeting and public standards.
There is no update on the Galena situation. Mr. Burks stated that a solution will be proposed at the County Commissioners meeting on March 4.
Ms. Merida explained some parts of the Annual Financial Report. Great strides have been made with the accuracy of capital assets reporting.
The new phone system is being installed and will possibly go live on March 10. AT&T finally removed the \$35,000 charge from our bill. However, AT&T has announced they will no longer

support our POTS/Centrex lines. This issue will be addressed once the new phone system is complete.

Duke Energy mistakenly merged the new police station (201 W. Spring St) with the CAC (201 E. Spring St) on our electric bill. The wrong meter is now removed from our account, and a case has been opened to try to recover our money from Duke.

FOUNDATION REPORT

Mr. Whaley had no news to report.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

Surplus Item and Capital Asset Update:

Ms. Merida asked the Board to formally surplus the old chiller's refrigerant, which was still on the Capital Asset list for \$25,000 even though it is long gone and should have been set to depreciate to zero value.

Mr. Burks moved: That the surplus item be approved.

Seconded by: Mr. Whaley

Motion: approved unanimously

Assistant Director job description:

The Assistant Director position in the past had been eliminated several years before Ms. Merida's tenure. These duties were split between the HR Director and Executive Director, but the workload is heavy. It is not ideal for HR to also supervise employees from other departments. With the growth and success of the Library, the Assistant Director of Operations position is being created to focus on day-to-day operations, allowing HR to focus on HR services and the Executive Director to work on the bigger picture, including policy development, funding management, and safety. The expense for this position is already built into this year's budget.

Mr. Burks moved: That the job description for the Assistant Director of Operations be approved, with the recommendation to seek internal candidates first.

Seconded by: Ms. Poe

Motion: approved unanimously

A new job description will be written to return Ms. Fortner to the role of HR Director. A job description will also be created for a dedicated HR Assistant, which was recommended by the recent HR audit. An additional assistant will be added to recoup some of the Business Office needs since Toya Payne has asked for fewer hours.

Policy on the disposal of abandoned items:

This new policy outlines procedures to dispose of items that have been left on Library property, both inside and outside the building. The Board agreed to review the policy and bring it back next month.

Oath of Office for Kate Ziady:

Ms. Ziady took the Oath of Office and signed the reappointment form.

ADJOURNMENT

Mr. Burks moved: That the meeting be adjourned.

Seconded by: Ms. Poe

Motion: approved unanimously

Reviewed and approved by Board of Trustees.....April 7, 2025

Amy Niemeyer
Pamela Poe
Ann Caruthers
RBH

Erica Laurener
Kate Ziady