

MINUTES OF THE REGULAR MONTHLY MEETING

BOARD OF TRUSTEES

NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY

DECEMBER 1, 2025

Presiding Officer: Ann Carruthers, Secretary

Board Members present: Steve Burks, Amy Niemeier, Roger Whaley

Board Members absent: Erica Lawrence, Pamela Poe, Kate Ziady

Staff Members present: Melissa Foster, Aaron Williams, Erin McCorkle, Jeremy Armstrong, Ashley Martin

Guests present: David Neel

CALL TO ORDER

The Board of Trustees meeting was called to order in the Strassweg Auditorium at 5:35 pm.

APPROVAL OF CONSENT AGENDA

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

Mr. Burks moved: That the consent agenda be approved.

Seconded by: Ms. Niemeier

Motion: approved unanimously

PUBLIC INPUT

None

PERSONNEL

HR Assistant Jeremy Armstrong thanked the Board on behalf of the staff for the back pay that was approved at the previous meeting.

DIRECTOR'S REPORT

Mrs. Foster reported that preparations are underway for the upcoming Gingerbread and Polar Express programs.

The Library has signed a contract for a new web-based program to modernize the building automation system.

The pantry received a \$5,500 grant from the Community Foundation of Southern Indiana. This grant was unsolicited and is one of six that CFSI awarded to local pantries.

The pantry also received an indirect grant of \$4,000 from Dare to Care, from funds raised by the Southern Indiana Wheelmen's Harvest Homecoming Bicycle Tour.

Mrs. Foster reported that a Library representative will attend the next Solid Waste District Board meeting to address the future of the recycling program at Galena.

FOUNDATION REPORT

The next Foundation meeting will be January 13 at 11:00am. This meeting also includes the Foundation's annual public meeting.

COMMITTEE REPORTS

None

OLD BUSINESS

Food pantry:

Mr. Burks moved: That the food pantry be strategically phased out under the direction of the Executive Director, with relevant equipment to be given to other pantries as needed. The summer lunch program is not included in this phase-out.

Seconded by: Mr. Whaley

Motion: approved unanimously

NEW BUSINESS

Treasurer's Bond and Oath of Office:

Steve Burks signed the Board Treasurer's Bond and took the Oath of Office, to go into effect on January 1, 2026.

Certify staff internal controls training:

Mrs. Foster reported that all staff have been trained on internal controls. This is a yearly requirement to meet state standards.

Mr. Whaley moved: That the certification for staff internal controls training be accepted.

Seconded by: Ms. Niemeier

Motion: approved unanimously

Password Policy:

David Neel of Lone Wolf Consulting (formerly of Cybertek) spoke about the recovery process and the services his company offers to improve cyber security. Mrs. Foster would like to select Lone Wolf as the Library's cyber consultant.

Mr. Whaley moved: That the cyber consulting contract with Lone Wolf be accepted.

Seconded by: Mr. Burks

Motion: approved unanimously

Ms. Niemeier moved: That the Password Policy & Guidelines (Policy 7.25) be approved.

Seconded by: Mr. Whaley

Motion: approved unanimously

Year-end delay acknowledgement resolution:

Mr. Burks moved: That the Year-end delay acknowledgement resolution (25-FIN-005) be approved.

Seconded by: Mr. Whaley

Motion: approved unanimously

ADJOURNMENT

Mr. Burks moved: That the meeting be adjourned.

Seconded by: Mr. Whaley

Motion: approved unanimously

Reviewed and approved by Board of Trustees.....January 5, 2026

John Burkhart
Erica Lawrence
D. Shug
Steven Paul

Amy Niemeier
Jane Tidley
Pamela O'Ke