



Board of Trustees of the Louisville Public Library  
Board Meeting Minutes  
March 17, 2025 6:02 PM

Board of Trustee members present: Michelle Biery, Angie Burick,  
Bill Jeffries, Brian Kandel,  
Courtney Aljancic, Becky Kiko  
Cindy Walton

Board of Trustee members absent: None

Staff members present: Brock Hutchison, Director  
Migdalia Soza, Fiscal Officer  
Ambritt Green, Deputy Fiscal Officer

1. The meeting was called to order at 6:02 p.m. by President Michelle Biery.
2. Public Participation – None
3. Additions/corrections to the Agenda / Correspondence to the Board of Trustees
  - a. Opening Day Stats
  - b. Schwab Technology Group Technology Installation/Move Estimate
4. Motion to approve items on the Consent Agenda:
  - a. Approval of the Minutes:
    - i. February 24, 2025 Regular Meeting Minutes
  - b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

**Gifts, Honoraria, Reimbursements and Claims**

Raymond James Charitable		
Jensen Family Giving Tree Foundation	Donation for New Bldg.	\$10,000.00
Donna Borowski	Donation for New Bldg.	\$200.00
Kid Watch of Paradise Church	Donation for New Bldg.	\$500.00
Jylene Henning	Donation for New Bldg.	\$100.00
William & Darlene Korinek	Donation for New Bldg.	\$100.00
Brian & Stephanie Kandel	Donation for New Bldg.	\$5100.00
Harry & Alyssia Kellermier	PayPal Donation for New Bldg.	\$100.00
		<b>Total \$16,100.00</b>

c. Acceptance of the Staff Continuing Education Report

None

d. Acceptance of the Personnel Changes

Jeffrey Kennedy was hired as Maintenance Assistant effective February 18, 2025.

e. Disposal of Inventory

None

f. Acceptance of the Monthly Statistical Report – February 2025

**R32-2025** Ms. Walton moved/Ms. Kiko seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Becky Kiko, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

5. Report of the Fiscal Officer

a. Financial Report

The Financial Statements for all the funds for the month of January (Appendix A) and February (Appendix B) were distributed to the Board. The Payment Listing for the month of January (Appendix C) and February (Appendix D) were also distributed to the Board.

b. Chart of Accounts

Added: None

c. Transfers from Contingency

\$2,340.30	File Cabinets for Administration
\$1,000	Father & Son

## 6. Old Business

### a. Auction at Old Library

Whipple Realty and Auction were hired to conduct an online auction of all the items that are no longer needed for library purposes at the old library. Whipple Realty and Auction was onsite March 10-12 to organize into lots.

Advertising for the auction is ongoing.

The online auction will take place March 31-April 7. Pick up from the auction will be April 8.

### b. Old Library

Keys to the Old Library will be turned over to the Louisville City Schools after the auction. The deed has always had the Louisville Board of Education as the Owner, so no deed transfer is required.

### c. Discovery Center & Green Space

All, but one parcel have been officially transferred and recorded to the City of Louisville. The Recorder's Office requested a minor change to the deed for the one remaining parcel. The amended deed can be signed this evening and recorded this week.

All keys to the Discovery Center have been turned over to the City of Louisville.

The Chamber of Commerce and Friends of the Library have also moved out of the Discovery Center.

### d. Executive Session

**R33-2025** Mr. Jeffries moved/Ms. Walton seconded a motion to enter into executive session to discuss the compensation of a public employee.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Becky Kiko, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Enter into Executive session 6:27 p.m.

Exit Executive session 6:40 p.m.

**R34-2025** Mr. Jeffries moved/Ms. Walton seconded a motion to approve a \$5000.00 bonus for the Technology Manager.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Becky Kiko, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

## 7. Report of the Library Director

### a. My Calendar of Events

February 25 – Building Training  
February 27 – Building Training  
February 28 – Security Training  
February 28 – Met with Whipple Auction and Realty  
March 11 – Interview with Louisville Neighbors

### b. Moving the Library

Thank you to Library staff and New Roots Moving. We were able to move 55,000 items in three days! New Roots was able to move all of the furniture from the Discovery Center to the Old Library and all of the furniture from the second floor at the Old Library to the bottom floor to be sold at auction.

Thank you to Board Member Jeffries and the Jeffries Company for moving Iris' mural at the Old Library to the New Library for free!

Thank you to Johanning's Custom Cabinets for refinishing our original card catalog for free!

### c. Opening Day

Opening day at the New Library saw 546 visitors, 612 checkouts and 48 new library cardholders. The proceeding days continue to be extremely busy.

### d. Fundraising Update

We have currently raised \$871,782 which includes actual money, pledges and in-kind donations.

The donor leaf program has raised \$36,925

Naming Opportunities have raised \$390,250, including actual money and pledges.

#### **Naming Opportunities Completed:**

Children's Area

Makerspace

Gardens (9)

**Naming Opportunities Actively In-Progress:**

Gardens (2)

Patio Area B

Discovery Center

**Grant Opportunities:**

Louisville Rotary - \$750 – Approved - Demonstration Kitchen

Austin-Bailey Health and Wellness Foundation - \$5,000 – Applied – Demonstration Kitchen

**e. Assistant Director's Report**

Wiseman Discovery Center Sensory Room

We are taking this opportunity to reset the sensory room. In the past, we have used it for two of its primary functions:

- Sensory Stimulation: Increased sensory input for sensory cravers, like dementia patients and the kids who are always making noise, touching things, and putting things in their mouths.
- Early Literacy: Interactive sensory experiences that integrate letters, numbers, and the idea that pictures and symbols represent concrete things and the spoken words we use to name them.

This is our opportunity to serve more of our patrons by implementing the other two functions:

- Sensory Soothing: quiet, with few distractions for overstimulated people.
- Therapeutic Uses: Caregivers work with their charges to mitigate sensory integration issues, or to enhance the sensory experience in a more focused, intentional way, such as speech therapy for children or aromatherapy for memory patients.

To do this, we will implement a three-phase reopening.

Phase 1

- Weekdays through March
- All A&E staff retrained
- Sensory open houses and tours by Deb, Brock and A&E staff

Phase 2

- Weekdays April-July
- Sensory appointments and walk-ins as staffing allows
- All patrons using the sensory room will receive orientation and sign a waiver
- Deb and A&E staff supervise sensory room
- All library staff trained to supervise and provide patron orientation

Phase 3

- August 2025
- Wiseman Discovery Center appointments and walk-in times expanded to weekends
- All library staff will supervise the sensory room and provide patron orientations

8. Adjournment

**R35-2025** Mr. Jeffries moved/Mr. Kandel seconded a motion to adjourn the meeting at 6:50 p.m.

Respectfully submitted,

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Michelle Biery, President  
Louisville Public Library Board of Trustees

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Mr. Bill Jeffries, Secretary  
Louisville Public Library Board of Trustees