

**Shelby County Public Library  
Board Meeting Minutes  
September 8, 2022**

The Library Board of Trustees Meeting of the Shelby County Public Library was called to order at 6:34 pm by Gina Bishop.

**Present**

- Gina Bishop, President
- Brian Brammer, Treasure
- Bambi Garrison, Vice President
- Justin Stenger, Member
- Debra Tracy, Secretary
- Gayle Wiley, Member

**Non-Voting Members Present**

- Brandy Graves, Library Staff
- Janet Wallace, Library Director
- Anna Tungate, Addison Times

**Not Present**

- Janet Compton

**Budget Hearing**

**Open the public meeting for Budget at 6:34 pm. Close at 6:35 pm.**

**August Minutes Approval**

Under New Business, B, it says “Heating and Hair” – change to “Heating and Air”

Motion – Brian Brammer, with correction

2<sup>nd</sup> – Debra Tracy

All Approved

**Treasurer’s Report Approval**

Motion – Bambi Garrison

2<sup>nd</sup> – Justin Stenger

All Approved

**Check Register Approval**

Motion – Gayle Wiley

2<sup>nd</sup> – Debra Tracy

All Approved

## **Librarian's Report**

- A. Heating and air update – Guy from Leech and Russell came. He mapped where everything was and how everything is connected. Filters have been changed. There is a part on order to completely fix the system. For now, the main meeting room is off in order to keep the Youth Services working well.
- B. Auditor from State Board of Accounts is close to being done.
- C. Rummage sale did well; we made approximately \$800. A portion of that went to The Friends.
- D. The Library has been awarded through Runnebohm – The Excellence in Construction Award. The award ceremony is September 29 in Indianapolis. Cocktail hour is at 5 pm and ceremony is at 7:15 pm. (Gayle will attend with Janet.)
- E. We hired Milla James in Youth Services to work part time to make up some hours from Lisa Jones cutting her hours.

## **Correspondence**

- A. None

## **Old Business**

- A. Brandy created a Google Drive for documents.
  - a. What does the Board want on the drive?
    - i. By-Laws
    - ii. Long Range Plans
    - iii. Minutes
    - iv. Monthly reports etc that are sent out before the meeting
- B. Open House Sept 9
  - a. 5 pm – 8 pm
  - b. Tours throughout the evening
  - c. 5 pm – Dulcimer inside
  - d. Bourbon and Brews will be here at 5 pm
  - e. Food truck will be here at 5:30 pm
  - f. On the stage Mike Atkinson and others will be on the stage at 6 pm
  - g. Shelby County Reads will kick off and have books for sale
  - h. Basket will be raffled off
  - i. Painted photos to be bought for a donation
  - j. Justin is going to do opening remarks for the Library

## **Policy Reviews**

- A. Disaster Plan
  - a. Table of Contents need updated
  - b. General Procedures, pg 3, halfway down
    - i. Change “is it” to “it is”
  - c. On page 4, under Emergency Numbers
    - i. Change “none emergency” to “non-emergency”

- d. Gas company should be updated from Vectren to Center Point
- e. Water Company – just one Indiana and it is Indiana American Water Company
- f. Under Reports – Incident Report – change the word “forms” to “form”
- g. Page 7 – Bomb Threats
  - i. Bullet point what to do
  - ii. Do not use cell phone or activate fire alarm while in the building
  - iii. Call police once outside the building
- h. Earthquake
  - i. Should evacuate once the shaking is over in case the building is not stable
- i. Name elevators – West (Side) Elevator; North (Front) Elevator
- j. Gap by Theft/Robbery - fix  
Motion – None – tabled for next meeting

### **New Business**

- A. November Board Meeting
  - a. Would the Board be interested in having the November Board Meeting at the Morristown Branch?
    - i. November 3<sup>rd</sup> – meeting at Morristown Branch
- B. Bill for Morristown of \$50 for book purchase by Phil Talbert
  - a. Need approval to pay it  
Motion – Debra Tracy  
2<sup>nd</sup> – Justin Stenger  
All Approve
- C. We have money in our LIRF that we haven’t spent yet. We want to get new chairs to match the tables in adult services. It will be \$9,000 for all the chairs. We would also like to get a new wooden bookcase that fits better in the Carnegie area. Total cost for all (chairs and bookcase) is \$15,431.64. There is \$46,000 in LIRF. (LIRF must be used by end of year.) We received a partial grant for \$1500 and were able to purchase a laptop. Would like authorization to purchase a second laptop for Morristown that the grant did not cover.
  - a. Move for approval to purchase the chairs, bookcase, and laptop from the LIRF.  
Motion – Gayle Wiley  
2<sup>nd</sup> – Brian Brammer  
All Approve

### **Meeting Adjourned**

Meeting Adjourned: 7:36 pm

**Next Meeting**

**October 6, 2022 @ 6:30 pm**

Minutes Approved

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Secretary

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Date