

**Shelby County Public Library  
Board Meeting Minutes  
September 5, 2024**

The Library Board of Trustees Meeting was called to order at 6:32 pm by Gayle Wiley at the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 8:02 pm, adjourned by Gayle Wiley.

**Present**

- Gayle Wiley, President
- Brian Brammer, Treasurer
- Janet Compton, Assistant Treasurer
- Debra Tracy, Secretary
- Danielle DeWitt, Member
- Justin Stenger, Member

**Not Present**

- Bambi Garrison, Vice President

**Others Present**

- Brandy Graves, Library Director
- Cat Roberts, Library Staff
- Hannah Gunnell, Shelbyville News

**August 2024 Meeting Minutes**

Motion to approve August meeting minutes as written.

Motion – Danielle DeWitt

2<sup>nd</sup> – Debra Tracy

All Approve

**Treasurer's Report**

A. Brian Brammer gave the Treasurer's Report with the following statistics:

- a. Start of Year: \$339,471.41
- b. Disbursements August: \$105,015.55
- c. Year-to-Date Disbursements: \$846,750.58
- d. Receipts August: \$37,620.11
- e. Receipts Year-to-Date: \$1,009,883.99
- f. Balance: \$502,704.82
  - i. A general discussion was held to clarify information on a line regarding MHP grant towards Social Determinants of Health.

Motion to approve Treasurer's Report as presented.

Motion: Justin Stenger

2<sup>nd</sup>: Danielle DeWitt

All approve.

## **Register of Claims**

Justin Stenger asked about the Baker Tilly municipal bond counsel for clarification. A discussion of a larger amount claimed for mileage reimbursement for Director Brandy Graves allowed for clarification with travels to South Bend for a bookkeeping workshop, Evergreen Indiana Executive Committee, and a Director's Roundtable meeting. Payment was noted for an author visit with Mindy McGinnis.

Motion to approve register of claims as presented.

Motion: Debra Tracy

2<sup>nd</sup>: Janet Compton

All Approve.

## **Public Comments**

N/A

## **Librarian's Report & Correspondence**

- A. No correspondence.
- B. Fundraiser update for Bogeys & Books: \$1200 raised as of 9/5/2024, with hopes for more to come in prior to event.
- C. Library Foundation agreed to purchase 4 wagons for transporting materials between buildings and for outreach events, transit bags to replace current bags which are falling apart, and a projector screen for the main library's adult area to accommodate programs and visiting speakers.
- D. Dine-to-Donate funds were received from Capone's June fundraiser - \$200.
- E. Staff Changes-
  - a. Custodian position has been offered, waiting on background check.
  - b. Ernie was on vacation, many other staff members stepped up to fill in on his job duties.
  - c. Becky Claxton's last day was 8/30/24.

## **Old Business**

- A. Physical server upgrade vs cloud-based server transition
  - a. Reviewed research and presentation from AVC Technology, which still recommends a server upgrade and to move away from the server in 3-5 years.
    - i. Option A: Cloud Server (Infrastructure-as-a-Service)
      - 1. Pros – Scalability; Reduced risk of hardware failure
      - 2. Cons – Generally more expensive
    - ii. Option B: Migrate Services to Cloud-Equivalent SaaS
      - 1. Pros – Longterm reduction in annualized infrastructure costs; Improved off-site connectivity options to services

2. Cons – Large upfront costs; disruption to staff & services; limited options for replacement of some services
- iii. Option C: Server Upgrade with Staged Migration to Cloud Services
  1. Pros – Reduce staff disruption & training; control costs and timing; lower risk of issues related to limited migration options
  2. Cons – continued server dependency for 3-5 years
- b. Questions and a discussion on software, but further investigation into AVC's presentation showed all necessary components were accounted for.
- c. Discussion over immediacy of need to upgrade/replace server, as well as what is stored on server, and whether the library can get by with current server and make a priority to migrate to cloud-based.
  - i. Accounting, staff information stored on server
  - ii. Requested IT Manager Kyle Qurazzo's input on server condition
  - iii. Cloud server to be considered- Microsoft 365
  - iv. Budget for 2024 was crafted with server upgrade in mind
  - v. Last replaced in 2019, has 3-5 year expected life.
- d. Of the presented options, option c reviewed to be the best option, to upgrade the server but work on migration.

Motion to purchase server upgrade for quoted price of \$12,216.37 with AVC Technology, with aims to migrate to a cloud-based platform in the near future.

Motion: Brian Brammer

2<sup>nd</sup>: Debra Tracy

All approve.

#### B. Events and Meeting Room Software

- a. Presented testimonials from other libraries of their thoughts on using Communico.
- b. Board reviewed notes on presentations from August meeting.
- c. Cost to adopt Communico - \$6,250 in implementation, \$12,500 annually.
- d. Discussion about cost and, should it be adopted, would it be worth increasing the cost of room reservations for the library. Further discussion asked if there was a fund that this pulled money away from. Reviewed that it would fit into the electronic resources fund.
  - i. Current meeting room revenue: approximately \$6,810
- e. Currently reviewed as non-essential item. Board sees the potential for the use, but cannot see the cost benefit at this time.
- f. Discussion of grant funding as a potential financial source for the program.

Motion to table discussion from Justin Stenger with a request that the library look for funding opportunities.

### **Policy Reviews**

- A. Library Ethics Policy
  - a. Explanation of policy – there was not an ethics policy for the library prior to this, only one related to Evergreen Indiana.
  - b. Question of what prompted the draft of an ethics policy – was noted that other libraries at a Director’s Roundtable had their lawyers recommend the adoption of them.
  - c. Requested addition of page numbers to policy, which was completed during the meeting.

Motion to approve Ethics Policy as written  
Motion: Justin Stenger  
2<sup>nd</sup>: Janet Compton  
All approve.

### **New Business**

- A. Budget Review
  - a. Rainy Dady, Debt Service and LIRF, all raising by 4% as allowed
  - b. Operating budget rewritten and condensed, following discussion with business office and reviewing what is required by State Board of Accounts, amounts were reviewed to increase, decrease or keep consistent.
  - c. Discussion held on what were the biggest areas of increase/decrease, and what areas are seeing the biggest change and what is the cause
  - d. Board appreciated the comparison of budget amounts from year-to-year (proposed, previous, and current appropriations)
  - e. Budget adoption is next month on Tuesday, October 8<sup>th</sup>.

### **Announcements**

Gayle Wiley called an Executive Session of the Shelby County Public Library Board of Trustees to be held at 6:00 pm on Tuesday, October 8, 2024. Discussion may be held on the goalsetting process. Gayle has talked with Brandy about feedback and evaluation, and ideas have come through but further feedback was requested in the form of an employee survey.

### **Meeting Adjourned**

Meeting Adjourned: 8:02 pm

### **Next Meeting**

**October 8, 2024 @ 6:30 pm at Shelbyville**

Minutes Approved

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Secretary

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Date