

**Shelby County Public Library  
Board Meeting Minutes  
August 08, 2024**

The Library Board of Trustees Meeting was called to order at 6:35 pm by Gayle Wiley at the Velma Wortman Morristown Branch of the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 8:20 pm, adjourned by Gayle Wiley.

**Present**

- Gayle Wiley, President
- Bambi Garrison, Vice President
- Brian Brammer, Treasurer
- Debra Tracy, Secretary
- Danielle DeWitt, Member
- Justin Stenger, Member

**Not Present**

- Janet Compton, Assistant Treasurer

**Others Present**

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

**July 2024 Meeting Minutes**

Motion to approve July meeting minutes with spelling corrections.

Motion – Debra Tracy

2<sup>nd</sup> – Bambi Garrison

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 July: \$109,188.33

c. Year-to-Date Disbursements: \$741,735.03

d. Receipts July: \$38,074.02

e. Receipts Year-to-Date: \$972,399.83

f. Balance: \$570,136.21

i. Gayle Wiley asked about the bank audit information, which Brandy explained was included for full transparency.

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 keys being made, which the board discussed and stated it had been approved in a previous meeting for the doors by the ramp to the Carnegie East Wing, which have been installed and are functioning correctly.

Brandy Graves pointed out a line item of payment to ILF for conference registration to note that it accounted for multiple attendees, not just one.

Motion to approve register of claims as presented.

Motion: Danielle DeWitt

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

All Approve.

### **Public Comments**

N/A

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

- A. No correspondence.
- B. Results of Audit: 3 items found to be noncompliant, which have been addressed and resolved or are in the process of resolution.
  - a. Bank account reconciliation – 2 accounts have been addressed and are now in compliance
    - i. Debt account wasn't matched to annual financial report and wasn't reconciled, which has now been fixed and will match for all following years.
    - ii. Inventory wasn't matching schedule of debts, which didn't match financial reports and has been resolved.
  - b. Finding of capital assets – no policy on file but on board meeting agenda to approve
  - c. Schedule of leases in debt – had not been required prior but is dependent on the auditor assigned to the library, according to the various directors Brandy has met with over the past months.
- C. Summer Reading program was very successful, Derby Days in Morristown was fun as well, and the Branch was involved with the POW camp historical marker dedication – which expected approximately 20 people but had 40+ people attend.
- D. Cabinets removed and flooring fixed in board meeting room.
- E. Leach & Russell maintenance report: issues with the heat curtain – there is no power to the heater in the front foyer, will need to work with an electrician as there is still power to the old boiler. Quotes will be forthcoming.
  - a. Debra Tracy asked – will L&R or SCPL contract with the electrician? Brandy says Library, most likely to use Trent Moss.
- F. Budget public hearing meeting set for September, and Budget adoption set for October 8, reminder that quorum will be necessary that day.

Public hearing is later than usual due to Brandy learning as new director but will return to July next year.

- G. Brandy applied to Leadership Shelby County and the scholarship for the program
- H. Brandy is working on the bond process to seamlessly roll over into next bond when the current bond is completed.
  - a. Currently working on a needs & wants assessment for the library.
  - b. Fire alarm system on the next bond is a need as it does not currently notify EMS or sound in all areas of the library.
  - c. Odle McGuire Shook assessment of building – offered a rating of equipment and the building
- I. Staff Changes-
  - a. Kelly Williamson, housekeeper, was hired 7/15/24; last day was 8/1/24
  - b. Taylor Dennis & Hannah DeLong, Adult Services Clerks, last day 8/2/24, left to further education at college level
  - c. Donna Haddix, Adult Services Clerk, first day 8/5.
  - d. Another person for adult services is in the works, but not solidified yet on replacement.
  - e. Sean Crook, Adult Services Assistant, is reducing hours temporarily per doctor's orders.
  - f. Becky Claxton's last day will be 8/30/24. No intention to replace PR Coordinator position. Cost saving to not fill the position as by 2027 the library website has to be ADA compliant, and outsourcing will allow that to happen seamlessly.
- J. Newsletter will also not be printed anymore, to go digital. Paper calendars will still be available, and events and meeting room quotes may allow printing brochures.
- K. All staff training day set for 8/9/2024.

### **Old Business**

- a. Board Retreat
  - a. Thursday 10/17 - 5:30 pm
  - b. Food can be decided at next meeting
  - c. Hayley Trefun from Indiana State library will attend to present on Public Library Trustee & Policies; Committees, Meetings & Open Door Law
- b. Justin Stenger brought up compliance with virtual meeting broadcasts, but currently the library is exempt from this requirement due to how the law is currently written.

### **Policy Reviews**

- A. Capital Assets Policy

- a. Explanation of policy – required by auditor – anything over \$5000 in inventory must be listed
- b. Question of requesting a list of what should be included for guidance?
- c. More clarification may be needed as policy is fine but the list of what needs to be compliant – schedule of assets, useful life – spreadsheet of assets may be needed
- d. Maintain an inventory of all capital assets – does everything need to be tagged to be compliant?
- e. Items can't depreciate due to not-for-profit status of library
- f. Shows value in taxpayer dollar, accountability
- g. Debra Tracy asked if there is a timeframe for this to be completed by; Brandy & Brian Brammer stated that it needed to be done prior to the next audit.
- h. Fix card heading paragraphs
- i. Transitional Card discussion
- j. Checking out without presenting account

Motion to approve Capital Assets Policy as presented.

Motion: Justin Stenger

2<sup>nd</sup>: Brian Brammer

All Approve.

#### B. Bereavement Leave Policy

- a. Explanation of policy – to replace funeral leave policy
- b. Questions on potential abuse of policy – Brandy assured that there are terms built in to have oversight.

Motion to approve Bereavement Leave Policy as presented.

Motion: Danielle DeWitt

2<sup>nd</sup>: Brian Brammer

All approve.

### **New Business**

#### A. Server upgrade: quote presented

- a. Questions – what are we using the server for? What are the other options? Is cloud-based an option for our work? What is the industry trend?
- b. Not failing at the moment, just aging out: last server started failing at 6 years – Debra Tracy asked if Kyle Qurazzo can investigate cloud-based as an option – if we're not in an emergency situation, evaluate now to find out if cloud is an option now instead of 6 years from now.
- c. Looking at money and risk, ransomware, etc.
- d. Cybersecurity insurance research is underway.
- e.

Server upgrade quote is tabled until further research/investigation is completed.

B. Outsourcing Website Quotes

- a. Multiple websites were presented and reviewed by the board.
- b. AVC website quote: \$2859 ; \$59 monthly
- c. Streamline website quote: \$2940 ; \$1440 during August, \$120 monthly (\$1440 annual); price based off budget not population and will constantly scan for compliance; includes all board meeting notes, ADA indemnification, built to take payments and has improved ease-of-use
- d. Board was concerned with cohesion and wanted to have someone as the designated person to review and ensure consistency across the site/media/newsletter/etc.

Motion to approve Streamline Website platform for \$2940

Motion: Debra Tracy

2nd: Danielle DeWitt

All approve.

C. Library Calendar & Meeting Room Reservation software

- a. Demonstrations were given over Library Market and Communico calendar and room management software
- b. Justin Stenger asked the purpose of the software and what was involved that wouldn't be involved with something such as Google Calendar.
- c. Communico has app, schedule/broadcast, scheduling services, age restrictions on programming, automated waitlists, content mediation, in-house support, website redesign, reporting, administrators can upload pre-approved images, consistency, seamless experience between website and events
- d. Many questions on cost vs benefit and what brought about this decision
- e. Would administration still be needed for the calendar? If so, cost saving doesn't happen if a person is put in that position.
- f. Meeting room revenue requested and usage statistics
- g. Is this a want or a need? More information and research needed.

Discussion tabled.

**Announcements**

September Meeting at Shelbyville. Budget public Meeting in September. Budget adoption in October. Dine to donate funds have not yet been reported.

Diligent Diggers spent 1.5 hours in front of the library weeding, trimming, and still has more work to do. The group is valuable to the library, but not enough members. Gayle asked about a sponsored volunteer day,

recruiting tools, a sponsored program to beautify outside the library as a possibility for the future.

**Meeting Adjourned**

Meeting Adjourned: 8:20 pm

**Next Meeting**

**September 5, 2024 @ 6:30 pm at Shelbyville**

Minutes Approved

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Secretary

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Date