

**Shelby County Public Library  
Board Meeting  
March 3, 2022  
Minutes**

The Library Board of Trustees Meeting of the Shelby County Public Library was called to order at 6:32 pm by Bambi Garrison.

**Present**

- Janet Compton, Asst. Treasurer
- Bambi Garrison, Vice President
- Gayle Wiley, Member
- Debra Tracy, Secretary

**Non-Voting Members Present**

- Brandy Graves, Library Staff
- Janet Wallace, Library Director

**Not Present**

- Gina Bishop, President
- Brian Brammer, Treasurer
- Justin Stenger, Member

**February Minutes Approval**

Motion – Gayle Wiley, as amended  
2<sup>nd</sup> – Janet Compton  
All Approved

**Treasurer's Report Approval**

Motion – Debra Tracy  
2<sup>nd</sup> – Gayle Wiley  
All Approved

**Check Register Approval**

Motion – Debra Tracy  
2<sup>nd</sup> – Janet Compton  
All Approved

**Librarian's Report**

- A. We are closer to getting our heating and air fixed. The warranty (for the part only) has been approved, but to do all the things they have to do it will be \$9,600 (that is the labor and beyond the part). The Foundation says they will pay for it.
- B. We have a water leak coming through the cement wall at the Tompkins Street entrance. We are unsure as to the cost it will take to find/fix.
- C. Morristown is having a Maker's market April 9. They have three signed up already. (Sign ups accepted until April 1.)

- D. We've been working on an onboarding packet in order to help us be more organized with incoming employees and training.
- E. Jill Coots resigned. Chelsey resigned. Maggie Marshall resigned. Jason White was moved into the Tech Services Dept Head position. Mack Kieffer was hired for housekeeping position, Corbin Walton was hired for a page position, & Taylor Dennis was hired for a clerk position. Donna Haddix is going part time. Jan Smith resigned from Morristown. Taylor Robinson is going to help Laura with social media so her hours were increased.
- F. A committee for Social Media/Marketing was created and it will meet quarterly to ensure consistency and accuracy.

### **Correspondence**

- A. Letter from Robert Adams about a solicitation they received about a meeting that is upcoming at the library by Three Cord Strategies. He is concerned it may be fraudulent and possibly attempting to scam people.
  - a. There are signs in the meeting room that state the library is not affiliated with any meetings that take place.

### **Old Business**

- A. Update on bond/construction dates
  - a. We have most of the main floor painted. There may be some second coats and touchups needed (except the board room.) Director's office is painted and next week they will do the tech services area and Tech Services Head office.
  - b. The main entry vestibule has been broken up but it took so long that they have decided not to break up the tile in the entry way. They are going to put material on the floor to reseal and level it before laying floor.
  - c. Drywall in the youth area is up and is starting to be finished out.
  - d. Cabinetry and shelving will start coming in in the next few weeks.
  - e. The circulation desks have been ordered.
  - f. Some furnishings have come in and we have ordered some more.
  - g. Mobile book return for youth services has been ordered.
  - h. There is a sorority that would like to help pay for the sensory boards/cube.

### **New Business**

- A. Change the copy cost of black and white copies to \$.10 instead of \$.15 per the Indiana Law
  - a. No discussion  
Motion – Janet Compton  
2<sup>nd</sup> – Debra Tracy  
All approve
- B. Employee Handbook Update
  - a. Added the wearing of nametags to the dress code. Added In-House Training Points information. This is a new requirement that the Training Committee has come up with to help aid in the training and ongoing professional development for all staff. It is now spelled out who needs to be certified with Library Education Units (LEUs).  
Motion – Bambi Garrison, with the change of the LEU placement  
2<sup>nd</sup> – Debra Tracy, with change of the LEU placement  
All approve

C. Food for the Staff Retreat

- a. We are getting food from J&Js, which will be less than \$10 per person. There are roughly 20 staff members  
Motion – Gayle Wiley  
2<sup>nd</sup> – Janet Compton  
All approve

D. Board Committees

- a. It has been suggested that the Board committees meet twice per year.
- b. Could be different needs for meeting based on the committee.
- c. Building committee – invited to attend construction meeting
- d. Personnel Committee – meet once a year and then as needed
- e. Insurance Committee – will meet at some point
- f. Long Term Planning Committee – meet toward the end or after construction because there will be a lot of holes to fill as things are completed

E. Reconsideration Form

- a. A new Reconsideration Policy and Form  
Motion – Gayle Wiley, with amendments  
2<sup>nd</sup> – Debra Tracy  
All approve

**Meeting Adjourned**

Meeting Adjourned: 7:59 pm

**Next Meeting**

**April 7, 2022 @ 6:30 pm**

Minutes Approved

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Secretary

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Date