

**Shelby County Public Library  
Board Meeting Minutes  
October 6, 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, Treasurer
- Bambi Garrison, Vice President
- Justin Stenger, Member
- Debra Tracy, Secretary
- Gayle Wiley, Member
- Janet Compton, Member (arrived at 7 pm)

**Non-Voting Members Present**

- Brandy Graves, Library Staff
- Janet Wallace, Library Director
- Hannah Gunnell, The Shelbyville News

**Not Present**

- Janet Compton, Member

**Budget Hearing**

**Open the public meeting for Budget at 6:31 pm.**

Motion to Approve: Gayle

2<sup>nd</sup>: Brian

All in favor

**Adjourn adoption of the budget at 6:32 pm.**

**September Minutes Approval**

Motion – Gayle Wiley, with deleted “via Zoom” for Debra and Janet

2<sup>nd</sup> – Bambi Garrison

All Approved

**Treasurer’s Report Approval**

Motion – Justin Stenger

2<sup>nd</sup> – Debra Tracy

All Approved

**Check Register Approval**

Motion – Debra Tracy

2<sup>nd</sup> – Gayle Wiley

All Approved

### **Librarian's Report**

- A. State Library has several options for Library Boards that we can look at to host a Board Retreat.
- B. Gina, Gayle, and Janet attended the gala to receive the award given to Library, OMS, and Runnebohm.
- C. The Family History Fair was a success last Saturday, 10/1/22.
- D. The Heating and air guy has done a lot of work but still has some more work to do. Need: install a thermostat that isn't working properly; there's an exhaust fan that isn't working; the belt on the roof needs replaced. It will be about \$3,000 worth of work.
- E. Working on the beginnings of the Strategic Plan. We plan to have something to present to the Board at the November Board Meeting.

### **Correspondence**

- A. We had visitors from Thorntown to view our renovation and we received a thank you note from the librarians who visited.
- B. We had an ARPA final report due. We received a kind response from the State Library (Angela Fox) on all we have accomplished.

### **Old Business**

- A. Disaster Plan
  - a. With the correction of the date and hyphenating 'reenter':  
Motion: Justin Stenger  
2<sup>nd</sup>: Brian Brammer  
All approve

### **Policy Reviews**

- A. Remote Printing Policy
  - a. This policy applies to those who need to print something from their email that they cannot access on a computer (due to not remembering their password or other possible reasons).  
Motion: Gayle Wiley  
2<sup>nd</sup>: Bambi Garrison  
All approve

### **New Business**

- A. Email Server Update
  - a. We want to go with this server due to cybersecurity. Just this past week there was a huge zero-day exploit with Exchange, which is what we currently use. We are a prime target for attacks.
  - b. Office 365 is cloud based and more secure for us. They are not typically a target due to not being able to get much from attacking

them as when they do, they can't get to company's personal information.

- c. We are on an older system: Exchange 2019.
- d. Cost is \$5,600 – a one-time large cost, but a monthly fee will follow.
- e. Accounting would stay on our server as well as security cameras, printers, and other local things. AVC will keep their monthly fee of \$414, part of which goes to 365.
- f. Money to be taken out of LIRF.

Motion to approve – Brian Brammer

2<sup>nd</sup> – Debra Tracy

All Approve

#### B. New Phone System

- a. Phone system is outdated and failing. They don't make them anymore. The monthly price is the exact same.
- b. \$5,702 one-time fee to upgrade both branches. The phone bill will remain the same.
- c. This would be through AVC again.

Motion – Justin Stenger

2<sup>nd</sup> – Brian Brammer

All Approve

#### C. Cat's computer at Morristown is dying and needs to be replaced. It will be \$1,560 to replace the staff computer.

Motion – Debra Tracy

2<sup>nd</sup> – Janet Compton

All Approve

#### D. K-Log Bill

- a. We ordered some chairs and they were back ordered. They finally came in.
- b. \$7,850.11 for everything and will come out of the bond.
- c. Church that was here on Saturday provided the food. The library covered the cost of the meals for Moon Cave Ramblers. \$48
- d. Need approval to pay.

Motion – Brian Brammer

2<sup>nd</sup> – Justin Stenger

All Approve

#### E. Audit

- a. Had exit interview today.
- b. Nothing to be reported as far as any negative comments with SBA.

**Meeting Adjourned**

Meeting Adjourned: 7:40 pm

**Next Meeting**

**November 3, 2022 @ 6:30 pm, at the Morristown Branch; with  
Executive Session at 6:00 pm**

Minutes Approved

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date