

**Shelby County Public Library  
Board Meeting Minutes  
October 8, 2024**

The Library Board of Trustees Meeting was called to order at 6:58 pm by Gayle Wiley at the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 8:35 pm, adjourned by Gayle Wiley.

**Present**

- Gayle Wiley, President
- Debra Tracy, Secretary
- Danielle DeWitt, Member
- Justin Stenger, Member

**Not Present**

- Bambi Garrison, Vice President
- Brian Brammer, Treasurer
- Janet Compton, Assistant Treasurer

**Others Present**

- Brandy Graves, Library Director
- Cat Roberts, Library Staff
- Kyle Qurazzo, Library Staff

**September 2024 Meeting Minutes**

One typo noted in new business.

Motion to approve September 2024 meeting minutes with noted correction.

Motion – Justin Stenger

2<sup>nd</sup> – Danielle DeWitt

All Approve

**Treasurer's Report**

A. Justin Stenger gave the Treasurer's Report with the following statistics:

- a. Start of Year: \$339,471.41
- b. Disbursements September: \$98,067.66
- c. Year-to-Date Disbursements: \$944,818.24
- d. Receipts September: \$36,778.64
- e. Receipts Year-to-Date: \$1,046,762.63
- f. Balance: \$441,415.80
  - i. A general discussion was held to clarify information regarding the transfer of Rainy Day funds back to their accounts following operating funds transfer earlier in the year.

- ii. Gayle Wiley asked if the board could learn more about the Library Foundation and funds that are disbursed through their organization.

Motion to approve Treasurer's Report as presented.

Motion: Debra Tracy

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

All approve.

### **Register of Claims**

Brandy gave information regarding the elevator phones. The Library has changed service providers to lower costs for the elevator phones as AT&T was raising prices.

Gayle Wiley asked about the cost of the Shelby County Chamber Leadership program and Brandy clarified about a scholarship received for the program, total costs, and logistics of the program.

Motion to approve register of claims as presented.

Motion: Danielle DeWitt

2<sup>nd</sup>: Justin Stenger

All Approve.

### **Public Comments**

N/A

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

- A. A thank you note was received from Katie Beyers at Shelbyville Middle School for the Library's attendance and participation in their Back To School Expo.
- B. Custodial position – a person was hired, but the hiring fell through. An interview was held on 10/8 which Brandy felt was promising.
- C. Fundraiser update for Bogeys & Books: \$1700 raised in sponsorships, current profit of \$1564, one more invoice to be paid to Mac's BBQ, profit will be \$1414 once finalized.
- D. Further plans for fundraisers include 2 dates for 2025: another mini-golf fundraiser in the Spring and a Murder Mystery event in August. A suggestion was made to connect with the Shelby County Players for the Murder Mystery event.
- E. The purchase approved by the Library Foundation of programming wagons, transit bags, and a projector screen have arrived.
- F. Further suggestions were given regarding the fundraising discussion, including a potential transparency flyer to show how the library is funded and where the gaps could be filled by sponsors and donations.
- G. Justin Stenger highlighted the report from the Local History and Genealogy Department Head Donna Dennison regarding the press releases from Kelley Walker-Perry and the praise showing value to employees and raising morale.

H. Kyle Qurazzo gave a quick preview of the updated Library website.

## **Old Business**

### A. Events and Meeting Room Software

a. Kyle Qurazzo gave a presentation to highlight the features of Communico, including financial numbers regarding the benefits of the implementation, and the four modules offered in the software.

#### i. Module 1 – Meeting Room Reservations

##### 1. Bookings & Revenue report

a. 338 bookings of meeting rooms in 2023 - ~\$7000

b. 2022 - ~\$6900

c. Year to Date 2024 - ~\$4400, on track to be standard with other years' revenues

2. Kyle gave an overview of the current meeting room reservation procedure, displaying the large margin of error possible in the process and gaps in coverage

3. Kyle also gave example situations for the use of Communico should the library adopt the software

4. Room reservation rate comparisons were made between the library's current rates and revenue and surrounding venues, as well as potential proposed rates for the future to account for inflation, as the rates have not increased in at least 14 years.

#### ii. Module 2 – Events Calendar

1. Over 1000 events held at SCPL in 2023.

2. Currently, events are advertised through calendars for each department which must be retrieved individually.

3. All-in-one design and customization for patrons with Communico.

4. Notifications are automated for event updates and changes.

#### iii. Module 3 – Schedule

1. Reservations for appointments

a. Book-A-Librarian

b. Notary Appointments

2. May not be used as much, but it is included in the overall cost.

3. Board suggested other options that could be used with this module in the future.

#### iv. Module 4 – Mobile App

1. Kyle displayed an example of the app.

2. Displays calendar, meeting room reservations, and other features.

3. Branding for SCPL available, would appear as SCPL not Communico.

b. Gayle discussed the overall cost and how the software is funded.

- i. Grants, sponsorships, fundraising
- ii. Kyle showed that each module individually purchased is well over the combined cost of Communico.
- iii. Discussion was held about where amounts are appropriated and what the funds would be potentially earmarked for if not for Communico.
- iv. A question was raised over the absence of board members and voting without addressing their questions. Kyle agreed to share his presentation with the rest of the board. Discussion was held over a potential email chain with the recommendations of the rest of the board regarding the purchase of the Communico software. Debra offered to write up the email with the information presented.
- v. Regarding the absence, it was noted that the budget adoption would occur without the presence of the absent members as well, and Justin offered to make the motion with no guarantee of a second.

Motion to approve the contract of Communico software at the quoted cost of \$18,750 for the first year of implementation and the contracted quote of \$12,500 for subsequent years.

Motion: Justin Stenger

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

All approve.

## **Policy Reviews**

### A. Food for Fines

- a. Policy in existence was reformatted and reworded for clarity.
- b. Inclusion of hygienic items for fine forgiveness was written into the policy.
- c. Fines from other Evergreen libraries are not covered by Food for Fines, as had been previously written.

Motion to approve Food for Fines Policy as written.

Motion: Danielle DeWitt

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

All approve.

### B. 3D Printer Policy

- a. Existing policy was updated to include Shelbyville Library location as Morristown location was already included with previous 3D printer purchase.
- b. Currently states 3D printer procedures, not policy, was immediately corrected.

Motion to approve 3D Printer Policy as written.

Motion: Debra Tracy

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

All approve.

### **New Business**

- A. Purchase of laptop for Brandy Graves.
  - a. Current desktop computer has stopped working.  
Motion to approve purchase of new Dell Laptop & Docking Station for Brandy from AVC for \$1933.05  
Motion: Debra Tracy  
2<sup>nd</sup>: Danielle DeWitt  
All approve.
- B. 2025 Proposed Board Meeting Dates
  - a. Potential Changes
    - i. Move to 2<sup>nd</sup> Week of Month on Thursdays
    - ii. Move to 2<sup>nd</sup> Week of Month on WednesdaysWill discuss at next meeting as board members are absent.
- C. 2025 Budget Adoption
  - a. No changes have been made to the presentation made at the September Board Meeting.
  - b. Increase is slightly less than 4%, as allowed  
Motion to approve the 2025 annual budget as presented  
Motion: Danielle DeWitt  
2<sup>nd</sup>: Debra Tracy  
All approve.

### **Announcements**

- A. Gayle asked about previous years' presentations of a salary schedule. Brandy assured it would be presented at the December meeting and is required to be reviewed.
- B. A reminder was given regarding the Board Retreat meeting on October 17<sup>th</sup> at 5:30 pm at the Carnegie East Wing of the Shelby County Public Library. Assurances were given that the presentations from the Indiana State Library would be different from previous years.
- C. Justin and Brandy gave information on upcoming sessions at the Indiana Library Federation annual conference in November geared specifically for trustees.

### **Meeting Adjourned**

Meeting Adjourned: 8:35 pm

### **Next Meeting**

**Thursday, November 7, 2024 @ 6:30 pm at Shelbyville**

Minutes Approved

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Secretary

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Date

