

**Shelby County Public Library
Board Meeting Minutes
April 4, 2024**

The Library Board of Trustees Meeting was called to order at 6:35 pm by Gayle Wiley. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 7:42 pm, adjourned by Gayle Wiley.

Present

- Gayle Wiley, President
- Bambi Garrison, Vice President
- Janet Compton, Assistant Treasurer
- Debra Tracy, Secretary
- Justin Stenger, Member
- Danielle DeWitt, Member

Not Present

- Brian Brammer, Treasurer

Others Present

- Brandy Graves, Library Director
- Cat Roberts, Library Staff
- Hannah Gunnell, The Shelbyville News
- Anna Tungate, The Addison Times

March Minutes

Motion to approve March meeting minutes as presented.

Motion – Justin Stenger

2nd – Danielle DeWitt

All Approve

Treasurer's Report

- A. Janet Compton gave the Treasurer's Report with the following statistics:
- a. Start of Year: \$339,471.41
 - b. Disbursements April: \$101,623.05
 - c. Year-to-Date Disbursements: \$308,491.48
 - d. Receipts April: \$37,638.00
 - e. Receipts Year-to-Date: \$111,834.66
 - f. Balance: \$142,714.59
- B. A question was raised if the balance was enough for the coming month to ensure payroll and other bills would be covered. CAGIT funds are due to come in during April, so those funds would build the total. Gayle suggested that if there is a shortfall in the next month for any reason, funds could be transferred from the Rainy Day fund if needed. Further tax income will occur at the end of June/beginning of July.

Motion to approve Treasurer's Report as presented.

Motion: Debra Tracy

2nd: Bambi Garrison

All approve.

Register of Claims

- A. A. Justin Stenger: magazine expenses, when were serial subscriptions reviewed last?
 - a. Reviewed annually as the subscription renewals come due.
 - b. Some subscriptions were dropped, and some are digital.
- B. Gayle Wiley: claim on the service for the main entrance door
 - a. Maintenance service regularly scheduled, happened to be stuck open that day.
 - b. Repaired during the service.
- C. Debra Tracy: claim for pool rental.
 - a. Reward event for completion of summer reading for patrons.
 - b. Evening rental scheduled for July.
- D. Bambi Garrison: claim for conference and room rental
 - a. Brandy presented at the Youth Services Conference in Bloomington for the Indiana Read Aloud Committee.
 - b. Brought back many ideas for youth services at both branches.
- E. Gayle Wiley: claim regarding HVAC service with Leach & Russell.
 - a. Branch controller box not under warranty.
 - b. Basement component leaking Freon was replaced.
 - c. Question of age – was installed in 2017
 - i. \$19,000 for replacement
 - ii. Appears to be average lifespan for commercial/industrial HVAC

Motion to approve register of claims.

Motion: Bambi Garrison

2nd: Debra Tracy

All Approved

Public Comments

None present.

Diligent Diggers representative will attend May board meeting.

Librarian's Report & Correspondence

- A. Staff Leadership training day covered communication, roles of leaders, volunteer management, onboarding process brainstorming
- B. Essex Restoration cleaned carpets 3/15/24.
- C. Brandy hosted the East Central Directors' Roundtable.
 - a. Justin Stenger appreciates that Brandy is seeking support, learning opportunities, and sharing information. Gayle agreed, said it's good to get feedback. Good to visit other places, get ideas, and share info.

- D. Staff changes: Valerie Stevens & Tabitha Robinson resigned their positions. Peyton Keith started in Youth Services.
- E. New bond process starting: ICE Miller, Baker Tilly meetings later in April for bond rollover into 2025.
- F. Phishing email appeared to be from Gayle Wiley.
 - a. New type of phishing/scam email spoofing board/high level staff members.
 - b. Cybersecurity training to happen at Staff Training Day in August.
 - c. Justin Stenger: concerns over ransomware, what patron data do we have? Where stored, how? What is collected? Do we have redundant storage server/backup? Need to ask Kyle (IT) about offline storage. What is tied to Evergreen? What is tied to SCPL?
- G. Scott Cranston of Leach & Russell reported to Brandy:
 - a. All under warranty with Mitsubishi has been replaced.
 - b. Repairs are currently up to date and appeared to be working 4/4/2024.
 - c. Diagnostics to run and see if any troubles occurred while Leach & Russell was not here.
 - d. Justin Stenger: at baseline, is everything working? Still waiting to get Matt Mayol, Scott Cranston, and Brandy all together to discuss the HVAC troubles.
 - e. Debra Tracy: want to ensure all is good prior to next winter, need to get everything checked.
 - f. Gayle Wiley: all under warranty? Yes.
- H. Complimentary remarks for different staff members. Board is curious to find out more about different departments.

Old Business

- A. Appointing Bodies Board Meetings Attendance
 - a. Talking points blurb was sent out, Justin Stenger & Gayle Wiley mentioned upcoming events.
 - b. When board members are ready to go, Brandy can provide information on upcoming events for that time period.
- B. Financial report tabled from March meeting.
 - a. Revisited, all questions cleared up, bank audit information reviewed, and explanation given for dates and timing when reports were printed.
Motion to approve 2/1/2024-2/29/2024 financial report.
Motion: Debra Tracy
2nd: Danielle DeWitt
All approve.
- C. Lighting quote—another quote has not been received yet.

Policy Reviews

A. Policy revisions to state why the policy exists, less about the procedures.

B. Pest Control Policy

a. Has been a few years since last reviewed.

b. Explanation of policy – to help control and confine problems with pests before they occur.

Motion to approve pest control policy.

Motion: Danielle DeWitt

2nd: Janet Compton

All Approve.

C. Cash management policy

a. Needs some generic language regarding staff limitations.

b. Policy tabled until May board meeting.

New Business

A. Firewall upgrades

a. Morristown firewall at end of life

b. Shelbyville firewall at end of life in May

c. Quote options for upgrade, both hardware and service:

i. 2 year agreement: \$4040

ii. 3 year agreement: \$4780

Motion to approve quote for 3 year agreement for \$4780

Motion: Debra Tracy

2nd: Janet Compton

All approve.

B. May board meeting to move to May 9th.

a. Question of meeting in Morristown?

b. Diligent Diggers attending, meeting will stay in Shelbyville for May.

c. August meeting in Morristown.

d. Request for Ernie Bishop, Facilities Head, to attend for Diligent Diggers presentation.

Announcements

None

Meeting Adjourned

Meeting Adjourned: 7:42 pm

Next Meeting

May 9, 2024 @ 6:30 pm

Minutes Approved

Secretary

Date