

**Shelby County Public Library  
Board Meeting Minutes  
November 7, 2024**

The Library Board of Trustees Meeting was called to order at 6:30 pm by Gayle Wiley at the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 8:12 pm, adjourned by Gayle Wiley.

**Present**

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

**Others Present**

- Brandy Graves, Library Director
- Cat Roberts, Library Staff
- Heather Gunnell, Shelbyville News
- Kay Koenig, Livable Communities

**Agenda Update**

- A. Noted date correction on presented meeting agenda.

Motion to approve date correction.

Motion: Bambi Garrison

2<sup>nd</sup>: Janet Compton

All approve.

**October 2024 Meeting Minutes**

- A. Noted change to misspelled name.

Motion to approve October 2024 meeting minutes with noted correction.

Motion: Justin Stenger

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

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 October: \$156,032.40
  - c. Year-to-Date Disbursements: \$1,100,850.64
  - d. Receipts October: \$36,492.84

- e. Receipts Year-to-Date: \$1,083,255.47
- f. Balance: \$321,876.24
  - i. General discussion on how much funds hold annually, Brandy will check history of funds.
  - ii. Brian gave information on state of trusts and upcoming interest rate changes. Board discussed potential better options to review.

Motion to approve Treasurer's Report as presented.

Motion: Bambi Garrison

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

All approve.

### **Register of Claims**

- A. Question on bill from Leach & Russell – quarterly autobill payment for maintenance, have not been out to the library recently.

Motion to approve register of claims as presented.

Motion: Justin Stenger

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

All approve.

### **Public Comments**

- A. Kay Koenig, Livable Communities
  - a. Discussion of accessible parking at library and potential solutions.
    - i. Option 1: Curb cuts
      - 1. Mentioned to street director Shane Peters
      - 2. Potential drainage issue
    - ii. Option 2: Moving Curb/space into sidewalk a few feet
      - 1. Diagonal cut into sidewalk – most expensive
    - iii. Option 3: Accessible door at back of library
      - 1. Walk to front door potentially too long for some patrons with accessibility needs
      - 2. Potential security/staffing issues
  - b. Gayle Wiley thanked Kay Koenig for her presentation.
    - i. Library looked at issue broadly under last bond.
    - ii. Board will take Kay Koenig's comments under advisement for the future of the library, stressing logistics, staffing, spaces, and security concerns.

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

- A. No Correspondence received.
- B. Fire inspector reviewed building for potential haunted house program, approval granted.
- C. Positive feedback on new website design so far. Feedback requested via website. Some troubleshooting noted.

- D. Information shared about potential future programming, fundraising, grant committee, and few incident reports.
- E. Issues regarding incomplete chimney service work were noted, as deposit of \$7356.50 payment was made in May, communication was attempted from the library but not reciprocated from T.J.'s Chimney Service; service work has not been completed at this time; Board advised contact with attorney to mitigate issue.
- F. Department report clarifications were given regarding some acronyms, and a detailed discussion of the library's work to eliminate the use of the Dewey Decimal system in nonfiction collections was held.

### **Old Business**

- A. Potential 2025 Meeting Dates
  - a. Option 1: 2<sup>nd</sup> Thursday
  - b. Option 2: 2<sup>nd</sup> Wednesday
  - c. Other potential dates suggested
    - i. 5:30 pm on a Wednesday
    - ii. 1<sup>st</sup> or 3<sup>rd</sup> Wednesday
  - d. Discussion to continue as new members come onto the board
  - e. Discussion tabled for next meeting

### **Policy Reviews**

- A. No policies to review this month.

### **New Business**

- A. Morristown Branch Lease
  - a. Board reviewed and ensured that Library Director & Branch Head had reviewed and not found any issues.

Motion to approve the Morristown Branch building lease as written between Shelby County Public Library and Hanover Group VI, LLC.

Motion: Danielle DeWitt

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

All approve.

- B. Goals: Brandy presented new goal sheet for library staff to use for 2025.
- C. Hours: Brandy presented several options for potential hours changes for the library with the intent of saving funds on utilities and staffing.
  - a. Board questioned the utilities cost distinction and evaluation.
  - b. Reviewed averages of patron traffic during library hours after 7:00pm throughout the week.

- c. Concerns over room reservations after potential closing hours and balancing out cost of scheduling software, including ideas of after hours rate or winter hours.
- d. More data requested before decision to be made.
- e. Discussion tabled.

D. Salary schedule

- a. Corrected schedule presented to correct typo.
- b. Some positions non-existent at this time but may be re-evaluated in the future.
- c.

Motion to approve 2025 salary schedule.

Motion: Debra Tracy

2<sup>nd</sup>: Janet Compton

All approve.

E. Board Members

- a. Janet Compton leaving board at end of 2024.
- b. Brian Brammer also leaving board due to amount of years on board.
- c. Both appointed by Board of Commissioners.
- d. Need suggestions for potential board member replacements.

**Announcements**

- A. Santa visit at the library December 6<sup>th</sup> from 5:00pm – 7:00pm.

**Meeting Adjourned**

Meeting Adjourned: 8:12 pm

**Next Meeting**

**Thursday, December 5, 2024 @ 6:30 pm at Shelbyville**

Minutes Approved

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Secretary

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Date