

**Shelby County Public Library**  
**Board Meeting Minutes**  
**February 08, 2024**

Prior to the Board Meeting, the Board of Finance meeting was held. The Board of Finance meeting was called to order at 6:40 pm and adjourned at 6:45 pm. The Library Board of Trustees Meeting was called to order at 6:45 pm by Gayle Wiley. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 7:50 pm, adjourned by Gayle Wiley.

**Present**

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

**Others Present**

- Brandy Graves, Library Director
- Cat Roberts, Library Staff
- Hannah Gunnell, The Shelbyville News

**Board of Finance Meeting**

Called to Order at 6:40 pm by Gayle Wiley.

Brian Brammer gave financial information regarding annually-reviewed investments for accounts carried.

- Short-term (less than 2-year)
- Most are certificates of deposit (CDs)
- Interest rates increased over last few years
- Previous CD rate - 4.7%
- Reviewed KeyBank, Fifth Third, First Bank of Richmond, and First Merchants
- Renewing CDs, all around 4.7% interest - rolling over to another 12 month CD
  - First Merchants - 4.75%
  - First Bank of Richmond 4.71%

Justin Stenger requested a reminder for how funds function. Brian discussed the use and amounts.

Gayle Wiley stated discussing funds, purposes, uses, and rules of use are good to review for the board's knowledge but further information may be needed to discover from Valerie Stevens and library business office.

Board of Finance Meeting ended at 6:45 pm, called to adjourn by Gayle Wiley.

### **January Minutes Approval**

Minutes corrections:

- A. Gayle Wiley expressed interest in having more detail on minutes to add clarity and pertinent information.
- B. Librarian's Report & Correspondence
  - a. edit language to add clarity on correspondence from Janet Wallace to the board.
  - b. edit language to add clarity regarding Johnson Controls.
  - c. edit language to add clarity regarding staffing issues in the Genealogy department.
- C. New Business
  - a. List all officers in current positions voted for, as well as in committees.

Motion to approve January 11 Board minutes with all corrections.

Motion – Danielle DeWitt

2nd – Debra Tracy

All approved.

### **Treasurer's Report**

- A. Brian Brammer gave a report on library accounts.
- B. Gayle Wiley had questions regarding disbursements: Memorial Fund, LF-Morristown Branch, Blue River Foundation - Branch
  - a. Memorial Fund: used to purchase materials in memoriam of others, often books
  - b. LF-Morristown Branch: question regarding LF meaning, seeing a negative balance, requested clarification.
    - i. Utilities at Morristown Branch, often paid into by a donation from Blue River Community Foundation. Donation for 2023 was processed in a different manner than previous years, and is possibly in another account.
    - ii. Justin Stenger brought up Duke Energy electricity payment in the claims report, stating that was part of the LF-Morristown Branch negative amount.
  - c. Blue River Foundation - Branch: request for information on what the grant was for. Clarification that it was for the Library of Things, but because Cat Roberts wrote the grant request, it was attached to Branch in reports.

Motion to approve Treasurer's Report.

Motion – Debra Tracy

2<sup>nd</sup> – Janet Compton

All approved.

### **Register of Claims Approval**

Requests made for clarification on various claims:

- A. Bambi Garrison
  - a. Contract termination - AT&T terminating service for a fax line.
- B. Justin Stenger
  - a. PNC bank charges - will review notes
  - b. Waste disposal services: Shelbyville Public Utilities and Waste Management - one for Shelbyville, one for Morristown
  - c. Gas Companies Claims: Fountaintown Gas, Centerpoint Energy, and Gas Transport - need to discover what gas transport is listed for (other two are gas utilities for Morristown and Shelbyville, respectively)
  - d. Staff member extra payment - back pay after year end's raise was not honored on January paycheck
  - e. Claim for Petty Cash noted with Fuel, Oil & Lubricants - reimbursement for staff member getting kerosene for heating during January HVAC freeze
- C. Debra Tracy
  - a. Brodart - used for materials processing (dust jacket covers, book tape, etc.)

Gayle Wiley stated that the register of claims was prepared by a different person than it had been previously, so it may be written up in a different manner than accustomed.

Motion to approve register of claims.

Motion – Bambi Garrison

2<sup>nd</sup> – Janet Compton

All Approved

### **Added Item: Appropriations Report**

Justin Stenger had a question about the appropriations report, and the board backtracked the meeting to the treasurer's report to address the question.

Question: \$8000 listed for dues - request for information on what this goes towards and how it is used. Library Director will look into the annual report for more information and what the fund had been used for in the past and its potential to pay for professional development for the library, staff, and board. Potentially pays for MCLS membership (Midwest Collaborative Library Services) - which offers training opportunities to library staff and board members

Nothing to approve, no motion needed.

### **Public Comments**

None

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

- A. Library Director Brandy Graves gave information regarding January troubles:
- a. Handicap door was broken and was fixed.
  - b. Elevator froze up for a few days and was inaccessible.
  - c. Two pipes burst, one of which caused a mess next to the elevator, with approximately 300 gallons of water flooding the Adult Services area. No materials were lost, and no electronics were lost when the water seeped through to the Youth Services department's gaming room.
  - d. Drywall still needs to be replaced in the Adult Services area. Ernie Essex (water removal) stated the drywall company was charging too much and would do the work with the library for less.
  - e. There is no entryway or east stairwell heat at this time, possibly due to a rerouting of wiring during the HVAC installation. This heat is used to keep heat from escaping the building during doors opening and closing. Quotes will be requested to fix those areas.
  - f. HVAC issues included a branch box in the basement broke and was leaking Freon. Replacement branch box has arrived with repair company as of 2/8. Hopeful for repairs to be completed before next cold snap.
  - g. Still attempting to discover if this HVAC system was the correct installation vs. what was spec'd. Working with Matt Mayol and Leach & Russell to discover what the issue has been and what needs to happen to fix the issue. Concerns remain around what was done in 2017 with HVAC for issues to remain 6-7 years later. HVAC units were overcompensating for broken HVAC unit.
  - h. Insurance and Subrogation have visited the library. Selective Insurance stated a claim payment should arrive within 5-7 days as of 2/6/24.
  - i. Gayle Wiley requested that the board stay updated on the HVAC issues.
  - j. Board is interested to see amount paid to HVAC company since installation of units in 2017.
  - k. Acknowledgement that this was an extreme weather event, but it should have been "hard on the system" instead of making it fail entirely.
- B. Fire Inspector came to visit, and the library passed its fire inspection. Inspector stated a lock could be placed on a door in the Carnegie East Wing, but would need to be a "panic-lock" for building egress/exit signs.
- C. Covers on outlets and locks on lightposts in parking lot to curb patron issues.
- D. Teresa Tungate has given her two-weeks notice for moving on from the library.
- E. Dine to Donate was successful with \$400 profit.
- F. The Library of Things has been working on cataloging materials after receipt of grant. Many different items received, will be made searchable

in Evergreen and a potential binder listing items for patrons to browse in-house. Loan periods for “things” will be one week.

### **Old Business**

None

### **Policy Reviews**

- A. Department Head and Branch Manager Policy
  - a. Department Heads must be full-time employees, no exceptions, effective immediately.
  - b. To be listed as “Department Head and Branch Manager Policy
  - c. Department Heads and Branch Managers must be full time.
  - d. Change: Removing section from previous policy stating: “Those Department Heads that are already part-time are grandfathered in and, when that position needs filled, the new employee will work full-time.”
  - e. Remove language from proposed policy: no exceptions, effective immediately.

Motion to approve policy with changes.

Motion – Janet Compton

2nd – Justin Stenger

All approved.

### **New Business**

- A. Attending respective appointed board meetings
  - a. Look at schedule for board meetings from respective appointing authorities to give library a face at meetings of said appointing authority
  - b. Craft one statement to present to boards, potential short presentation – would need to ask to be listed on board meeting agendas.
  - c. Potentially have a short presentation of library points for various boards crafted by April. Promotional material for library, press release, what big things to highlight to be included.
- B. Closures for Staff Training
  - a. Library Leadership Day - March 15th
  - b. Staff Development Day - August 9th

Motion to approve closures for library staff training.

Motion – Brian Brammer

2nd – Debra Tracy

All approved.

- C. Non-Resident Card Fee - \$45.00

- a. Review annually

- b. No change

Motion to approve non-resident card fee.

Motion - Brian Brammer  
2nd - Danielle DeWitt  
All approved.

- D. Ernie Essex - pay rest of deductible to Essex Cleaning and Restoration:  
\$1500 to keep things moving
- a. Originally paid \$1000
  - b. Need to pay rest of amount to keep work going.

Motion to approve payment to Essex Cleaning and Restoration.

Motion - Debra Tracy  
2nd - Janet Compton  
All approved.

**Announcements**

None

**Meeting Adjourned**

Meeting Adjourned: 7:50 pm

**Next Meeting**

**March 7, 2024 @ 6:30 pm**

Minutes Approved

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Secretary

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Date