

**Shelby County Public Library
Board Meeting Minutes
January 11, 2024**

The Library Board of Trustees Meeting was called to order at 6:32 pm by Gayle Wiley.

The Library Board of Trustees Executive Meeting of the Shelby County Public Library ended at 7:31 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

Others Present

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

Not Present

- Brian Brammer, Treasurer

Motion to Table Finance Report Minutes Approval

Motion – Gayle Wiley
2nd – Bambi Garrison
All Approve

December Minutes Approval

Motion to approve minutes with one correction
Motion – Justin Stenger
2nd – Danielle DeWitt
All Approve

Treasurer's Report Approval

Motion – Bambi Garrison
2nd – Debra Tracy
All Approved

Register of Claims Approval

Motion – Bambi Garrison
2nd – Danielle Dewitt

All Approved

Public Comments

Librarian's Report & Correspondence

- A. Janet provided a note to the board, thanking the board and staff for gifts and kindness.
- B. The December 5th open-house was a success.
- C. Dustin Jones is now Youth Services Department Head.
- D. Tabitha Robinson takes the position of Assistant Department Head of Adult Services.
- E. Resolving ongoing building alarm management situation with Johnson Controls.
- F. Justin S. inquired about staffing issues in Genealogy department.

Old Business

- A. Review- Cameras are installed. Blind spots need coverage.

Policy Reviews

- A. Displays and Handouts Policy
 - a. Needs to be reapproved; will be effective today, January 11, 2024.
Motion to approve – Janet Compton
2nd – Justin Stenger
All Approve
- B. Internal Controls Policy Annual Notice
 - a. One correction made – the date is fixed.
Motion to approve – Debra Tracy
2nd – Danielle Dewitt
All Approve

New Business

- A. Officers
 - a. Reviewed Current Officers
 - b. Justin Stenger moves that we retain the officers in current positions:
 - i. Gayle Wiley, President
 - ii. Bambi Garrison, Vice President
 - iii. Brian Brammer, Treasurer
 - iv. Janet Compton, Assistant Treasurer
 - v. Debra Tracy, Secretary
 - vi. Justin Stenger, Member
 - vii. Danielle DeWitt, Member

Motion: Justin Stenger
2nd: Debra Tracy
All Approve

B. Committees

- a. Justin Stenger moves that we retain the committees as currently staffed:
- i. Building Committee: Gayle Wiley and Justin Stenger
 - ii. Insurance Committee: Janet Compton and Bambi Garrison
 - iii. Long-Term Planning: Brian Brammer and Janet Compton
 - iv. Personnel: Debra Tracy

Motion: Justin Stenger
2nd: Bambi Garrison
All Approve

C. Rainy Day Fund- Move \$80,000

Motion: Janet Compton
2nd: Debra Tracy
All Approve

D. Items to transfer within their own category

Motion: Bambi Garrison
2nd: Danielle Dewitt
All Approve

E. Approval for advanced payment

Motion: Danielle Dewitt
2nd: Justin Stenger
All Approve

F. April 8th - Eclipse Day -Director recommends the library closes the entire Eclipse Day

Motion: Janet Compton
2nd: Debra Tracy
All Approve

G. Two Staff Computers - Quote \$3601.46

Motion to purchase two staff computers at quoted price.
Motion: Debra Tracy
2nd: Danielle Dewitt
All Approve

Meeting Adjourned

Meeting Adjourned: 7:31 pm

Next Meeting

February 8, 2024 @ 6:30 pm

Minutes Approved

Secretary

Date

Minutes corrections submitted 2/12/2024