

**Shelby County Public Library
Board Meeting Minutes
March 7, 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 7:52 pm, adjourned by Gayle Wiley.

Present

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

Others Present

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

February Minutes

Motion to approve February meeting minutes with no corrections.

Motion – Debra Tracy

2nd – Bambi Garrison

All Approve

Treasurer's Report

- A. Gayle Wiley: noticing several receipts from special revenue and had questions on amounts received as well as on deposits.
 - a. Question – is this interest money, quarterly deposits, or something else.
 - b. Library Director Brandy Graves stated she would investigate the matter.
- B. Another question about negative balance previously reported on Morristown operating budget, which is now listed at zero.
 - a. Brian Brammer suggested that some research was needed for the financial reports, as the information wasn't matching up as expected. Brian then pointed out it wasn't a year-to-date report, only for the February 2024 portion. Brian suggested tabling the report for further review.
Report tabled until April meeting.

Register of Claims Approval

- A. Gayle Wiley asked about item on register of claims listing elevator service call on January 22nd. Brandy explained that an electrical wire had come loose and wouldn't allow the door to close, causing an expensive repair. Motion to approve register of claims— Justin Stenger
2nd – Danielle Dewitt
All Approved

Public Comments

None present.

Librarian's Report & Correspondence

- A. Brandy read a note addressed to the Morristown Branch staff from Bob Carlton and family thanking them for their sympathy and service over the years following the passing of Toni Carlton.
- B. Updates from Leach & Russell contractors regarding HVAC services: branch controller was replaced; Scott Cranston measured lines that pressures were accurate but could not find prior record of service. All outputs were measured and recorded for future reference. Mitsubishi claim was opened and has been assigned within company.
- C. Eclipse glasses update: 3659 glasses distributed from 3/4/24-3/7/24.
- D. New Aspen Discovery Layer launching for Evergreen, giving a different view of the library's OPAC system for patrons. Aspen appears to be more user friendly and more aesthetically pleasing.
 - a. Debra Tracy asked when Aspen will be public—March 19th soft launch per email from Evergreen.
- E. Teresa Tungate (Adult Services clerk) retired; Hannah DeLong (previously page in Youth Services) hired as new Adult Services Clerk.
- F. Peyton Keith hired as new clerk in Youth Services.
- G. Donna Dennison, Head of Genealogy, collaborated with the Grover Museum for Black History Month programs which were very well received by the community.
- H. Brandy briefly listed upcoming library events for kids, teens, and adults.

Old Business

- A. Appointing Bodies Board Meetings Attendance
 - a. Discussion continued regarding board members attending respective appointed board meetings.
 - b. Gayle Wiley stated an upcoming school board meeting is April 17th.
 - c. Debra Tracy stated that Shelby Eastern would be meeting on the second Wednesday of the month at 7pm. Debra asked if Brandy would be interested in attending, otherwise Debra would not be available until May.

- d. Justin Stenger reminded that a statement was going to be prepared for presentation to appointing boards.
 - e. Debra Tracy stated that Brandy and the library preparing a statement/presentation would be useful to have a unified message coming from the board. Talking points can be put together from the Library PR department.
 - f. Clarification was made about appointing boards.
 - i. County Commissioners: Janet Compton & Brian Brammer
 - ii. County Council: Bambi Garrison & Danielle DeWitt
 - g. Justin Stenger suggested putting board members on appointing bodies meeting agendas for April or May, talking points requested to be created by the end of the following week.
 - h. Brandy offered to attend appointing bodies' board meetings alongside the library board members.
 - i. The board discussed when appointing bodies' boards meet monthly/weekly.
- B. HVAC issues
- a. Brandy shared emails about the issues and wishes to keep the board apprised of the situation.
 - b. Gayle Wiley questioned the cost of what was spent in November 2023 on the HVAC unit (~\$1200) and what it was for.
 - i. Requested an itemized/detailed bill regarding the \$1200 HVAC charge.
 - c. Brandy is putting together a whole history timeline of HVAC issues and services. Justin Stenger stated that it would be helpful to sort through the various projects, see what maintenance has happened, has been deferred, or has been switched to different companies.
 - d. Gayle Wiley offered concerns with the mechanical contractors since the work they've done has had questionable results, but wants the issue investigated further.
 - e. Leach & Russell was contracted in December for the \$1200 charge.
 - f. The board questioned if issues should have been noticed in an initial walkthrough with the contractor.
 - g. Justin Stenger read an email sent on February 21st that stated Leach & Russell has been working with the library for a longer time, but that service was not done in the past. Based off that email, the board has concluded that these issues were noticed before by Leach & Russell and were quoted for repair in the past but were ignored and are now being quoted again as failures occur.
 - h. Quote from Leach & Russell: control board needs repair—board decided to move to new business in order to continue on the same topic and would come back to policy reviews after.

New Business

- A. Service needed for HVAC unit at Carnegie East Wing – quote for \$2210. Had been previously quoted at beginning of 2023, but was not addressed for unknown reasons, and amount of previous quote is unknown at this time.
Motion to approve payment of \$2210 to Leach & Russell for repairs.
Motion: Bambi Garrison
2nd: Debra Tracy
All approve.
- B. Lights replacement for outside plaza door on main building and light above red door on Carnegie East Wing with ramp - \$1991 from J.R. Wortman
- a. Justin Stenger and Gayle Wiley are concerned about the amount of the quote and would like to get a 2nd quote. Bambi asked if the current lights are LED. Library staff Cat Roberts offered to ask about quotes from contacts with electrical contractors through family connections.
 - b. Brandy stated she will get more quotes. Motion for service payment is tabled currently.
- C. Staff Leadership Day – food choice: Library would like to purchase box lunches from Just Peachy (local business)
Motion to approve \$300 for Staff Leadership Day food.
Motion: Danielle DeWitt
2nd: Janet Compton
All approve.

Policy Reviews

- A. Collection Development Policy
- a. Brandy explained that the revision was pulling the collection development procedures out and leaving the policy itself in order to offer just policy to the public instead of a full procedures guide to how library staff are doing their jobs.
 - b. Goal: to create a collection development plan, which would explain policy vs. procedures/plans; appendix of Freedom to Read Statement and Library Bill of Rights from ALA (American Library Association).
 - c. Justin Stenger suggested that the board as a group be informed what the role of the board is if the reconsideration policy comes to the appeal point, how the board should interpret appeals, and what they should know regarding how to aid the library in the best way. Potentially go through a mock challenge process or have a board training night (which was accepted as a good idea by the board as a whole).
 - d. Under reconsideration of materials, remove section that states approval date as it will be superseded.

- e. Bullet point under weeding policy to remove.
- f. Consistency of using “non-fiction” or “nonfiction” – agreement to be listed as “nonfiction.”
- g. Under materials selection, say “accuracy and authority.”
- h. Restructure materials selection statement to clarify syntax and eliminate extraneous punctuation.

Motion to approve Collection Development Policy with corrections.

Motion: Bambi Garrison

2nd: Justin Stenger

All approve.

Announcements

Next meeting date was clarified.

Gayle Wiley requested clarification on library staff growth plans. Brandy explained her plans to meet with staff quarterly for check-ins, growth plan revisions, and to set up goals better for next year.

Brian Brammer had follow-up questions about the HVAC system as well. He wanted to find out if a meeting had been scheduled with the architect and the contractors to discover if systems were speced correctly and what needs to happen to ensure issues do not resurface. Brandy updated the board with emails about the subject and is in contact with Leach & Russell as insurance was asking for further information, and contractor was uncertain if the insurance was attempting to find a way to retarget blame on the heating issue.

The board would like a meeting between contractor, architect, and library director to be held to discover what is happening with the HVAC system from all points of view and find out who is responsible for what issues.

Details of repairs and maintenance were requested by Brian Brammer for the problematic HVAC units. Brandy has the receipts, but not the itemized descriptions of what was done. Brandy will investigate further, but it will take time. She would like to discuss this with Scott Cranston and have a meeting with both him and Matt Mayol and potentially a board member from the building committee. Previous contractors were listed as potential prior services to investigate for all the HVAC issues.

Brandy also brought up how documents are shared among the library board and discussed annual password updates for security purposes.

Meeting Adjourned

Meeting Adjourned: 7:52 pm

Next Meeting

April 4, 2024 @ 6:30 pm

Minutes Approved

Secretary

Date