

**Shelby County Public Library  
Board Meeting Minutes  
January 8, 2025**

The Library Board of Finance Meeting was called to order at 6:40 pm by Gayle Wiley at the Shelby County Public Library. Due to a change of Board members and office vacancies at this time, it was determined that the Board of Finance Meeting would be tabled until February. Following the election of officers, the new Treasurer for the Board will need to visit the bank with prior Treasurer Brian Brammer to transfer accounts by January 16<sup>th</sup> (date of CD account renewal to ensure best possible rates).

Motion to table the Board of Finance Meeting until February 12, 2025.

Motion: Bambi Garrison

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

All approve.

Board of Finance Meeting tabled and adjourned at 6:44 pm.

The Library Board of Trustees Meeting was called to order at 6:45 pm by Gayle Wiley at the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 8:11 pm, adjourned by Gayle Wiley.

**Present**

- Gayle Wiley, President
- Bambi Garrison, Vice President
- Debra Tracy, Secretary
- Danielle DeWitt, Member
- Justin Stenger, Member/Treasurer-Elect

**Others Present**

- Brandy Graves, Library Director
- Kyle Qurazzo, Library Staff
- Cat Roberts, Library Staff
- Mary Giesting, potential Board Member, awaiting appointment from Shelby County Commissioners

**Agenda**

Consideration to move election of officers to beginning of meeting.

Motion to accept Agenda as written.

Motion: Justin Stenger

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

All approve.

## **December 2024 Meeting Minutes**

Corrections noted.

Motion to approve December 2024 meeting minutes with noted corrections.

Motion: Bambi Garrison

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

All Approve.

## **Treasurer's Report**

1) Justin Stenger gave the Treasurer's Report with the following statistics:

a) Start of Year: \$339,471.41

b) Start of December 2024: \$252,889.29

c) Disbursements December: \$196,253.08

d) Year-to-Date Disbursements: \$1,405,116.83

e) Receipts December 2024: \$448,705.69

f) Receipts Year-to-Date 2024: \$1,570,987.32

g) Balance end of year 2024: \$505,341.90

2) Bambi Garrison asked if the Rainy Day fund transfer from December 2024's meeting had occurred. Review of report confirmed transfer.

Motion to approve Treasurer's Report as presented.

Motion: Bambi Garrison

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

All approve.

## **Register of Claims**

1) Discussion was held to clarify who is responsible for preparing the financial reports each month.

2) Board looked for Leach & Russell HVAC claim as approved in December 2024 meeting; not present as Leach & Russell scheduled to arrive January 9, 2025.

Motion to approve register of claims as presented.

Motion: Bambi Garrison

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

All approve.

## **Public Comments**

None

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

1) No Correspondence received.

2) No staff changes.

3) Library Staff Christmas Party was enjoyed by all attendees.

4) Marketing meeting held to establish roles, goals, and consistency for 2025, discuss a potential style guide.

5) Entering final steps with Communico setup, working on payment systems with PayPal.

- 6) Programming in January includes a Family Science Expo on January 25<sup>th</sup> at both branches.
- 7) Shared information on planned fundraisers for 2025:
  - a) Mini-Golf in April, Murder Mystery in August, and Haunted House in October
  - b) Potential Battle of the Bands event, uncertain on timing.
  - c) Potential fundraiser goal – supplemental heating, forced air system.
- 8) Donations of \$5000 from Brammer & Yeend, \$9000 from Sobel Family in memory of Jerome Sobel, including a portrait to be featured in the Large Print area of Shelbyville as a dedication.
- 9) Bond information and proposed timetable were shared regarding bond rollover in Spring 2025.
  - a) Potential Bond items: Elevators, Fire Alarm system
  - b) Zoom meeting with ICE Miller; Board members expressed interest in sitting in on meeting or having a recording made available.

### **Old Business**

- 1) No old business noted on agenda.
  - a. Follow up on chimney service.
    - i. No new information.
    - ii. Brandy has reached out to lawyer to send letter, but with busy holiday season, have not heard back yet.
  - b. Request of information regarding testing network switch with city 911 system.
  - c. Review of heating situation.
    - i. Leach & Russell are coming 1/9/2025 to install curtain heat in entryway to hopefully mitigate some of the cold in the Library.
    - ii. Discussing options/quotes for supplemental heating.
- 2) Gayle Wiley requested a meeting/presentation with the Library Foundation Board to have conversation and understanding of how it operates. Request for whoever controls funds to come and discuss with the Board how funds are distributed, and what rubric is used for the distribution of funds.

### **Policy Reviews**

- 1) Board By-Laws
  - a) Cannot adopt today, must have a first read.
  - b) Includes format updates and meeting dates change
  - c) Justin Stenger requested further formatting updates for spacing and legibility.
- 2) Outdoor Plaza Policy

- a) Edits suggested regarding what is allowed by the Library but not outside entities, potential damage deposit, rewording on “room” vs. “space”

Policy tabled until February 2025 and further edits made.

- 3) Internal Controls Annual Notice
  - a) Policy and procedures are in place.

**New Business**

- 1) Election of Officers for the Shelby County Public Library Board of Trustees.

- a) Proposed slate of Officers:
  - i) President: Gayle Wiley
  - ii) Vice President: Bambi Garrison
  - iii) Secretary: Debra Tracy
  - iv) Treasurer: Justin Stenger
  - v) Assistant Treasurer: Appointing Stephanie Baker, Assistant Head of Payroll for the Shelby County Public Library

Motion to approve slate of nominations and appointments to the Shelby County Public Library Board of Trustees.

Motion: Danielle DeWitt

2<sup>nd</sup>: Bambi Garrison

All approve.

- 2) Shelby County Public Library Board of Trustees Committee Appointments

- a) Table committee appointments until February 2025.
- b) Potential committees including Board member and Library staff member

- 3) Items for Advance Payment

Motion to approve advance payment for items suggested.

Motion: Justin Stenger

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

All approve.

- 4) Appropriations transfers

Motion to approve listed appropriations transfers.

Motion: Bambi Garrison

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

All approve.

**Announcements**

Bambi Garrison will not be available for all meetings due to the Shelby Eastern School Board quarterly meetings.

**Meeting Adjourned**

Meeting Adjourned: 8:11 pm

**Next Meeting**

**Wednesday, February 12<sup>th</sup>, 2025 @ 6:30 pm at Shelbyville**

Minutes Approved

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date