

**Shelby County Public Library
Board Meeting Minutes
August 4, 2022**

The Library Board of Trustees Meeting of the Shelby County Public Library was called to order at 6:34 pm by Gina Bishop.

Present

- Gina Bishop, President
- Janet Compton, Asst. Treasurer
- Bambi Garrison, Vice President
- Justin Stenger, Member
- Debra Tracy, Secretary (Via Zoom)
- Gayle Wiley, Member

Non-Voting Members Present

- Brandy Graves, Library Staff
- Janet Wallace, Library Director (Via Zoom)

Not Present

- Brian Brammer, Treasurer

July Minutes Approval

Motion – Gayle Wiley
2nd – Janet Compton
All Approved

Treasurer’s Report Approval

Motion – Bambi Garrison
2nd – Justin Stenger
All Approved

Check Register Approval

Motion approved with claim 443 being corrected – Debra Tracy
2nd – Janet Compton
All Approved

Librarian’s Report

- A. First Newsletter by Becky Claxton is out now. We are going to attempt to have it come out every two months.
- B. The Open House flyer is ready to distribute. The Open House is September 9, 5 pm – 8 pm. We will have food, drinks, music, tours, and celebrate our renovations and SCR kick off.

- C. This past Tuesday, Morristown had a valve break in the basement which caused a leak. They had to turn off the electricity and the water. It was fixed Wednesday morning and they opened by 11 am.
- D. We are currently fully staffed. Ashton Sizemore is the new adult services aide, Lisa Jones is a youth services clerk, and Michael Daniels started as the assistant head in adult services.
- E. Thanks to Gina and Gayle for all their help with the pictures.
- F. We are being audited starting Monday.

Correspondence

- A. Jim Marshall received word that the SCPL has been selected by a panel of judges and awarded the 2022 Award of Excellence by the Indiana/Kentucky Associated Builders and Contractors.
- B. We received a letter from the Indiana State Library stating that we are in compliance with their standards.
- C. Received a note from Lisa Jones thanking the library for the opportunity to work here and trusting her ability to serve.

Old Business

- A. None

Policy Reviews

- A. Food for Fines
 - a. Nothing changed, but needs reapproved
Motion – Janet Compton
2nd – Justin Stenger
All Approve

New Business

- A. Open House
 - a. We want to close CEW (computer lab and Genealogy) and Morristown Branch at 4 pm so we can focus all the energies on the renovations at the Shelbyville Branch.
Motion – Justin Stenger
2nd – Debra Tracy
All Approve
- B. Maintenance agreements for Heating and Air
 - a. Sexson is for \$12,404 and Leach and Russel is \$6,320, both for a year. Sexson is a lot more detailed but things correlate with what Leach and Russel have, and Leach and Russel caught more units. Janet also has reached out to Sexson multiple times to come out and she hasn't heard back from them.
 - b. Leach and Russell does not have the General Conditions listed.
 - c. Reaching out to Matt Mayol from OMS for recommendation and seeking the provisions of more details from Leach & Russell.

Motion – to approve after inquiring with OMS; if they believe that the contracts are comparable and that the Leach and Russell contract meets our requirements then we will go with Leach and Russell.

2nd – Janet Compton

All Approve

C. Item for approved and/or advance payments

- a. We receive a credit card bill and sometimes by the time we pay it after board approval it is late. We are asking permission to simply pay it when the bill arrives.

Motion – Janet Compton

2nd – Gayle Wiley

All Approve

D. Glass repair for Andrew Carnegie

- a. We need authorization to pay for the glass repair for the Andrew Carnegie picture.

Motion – Bambi Garrison

2nd – Justin Stenger

All Approve

E. Projected Expenditures

- a. Gina has a spreadsheet of projected expenditures.

Meeting Adjourned

Meeting Adjourned: 7:53 pm

Next Meeting

September 8, 2022 @ 6:30 pm

Minutes Approved

Secretary

Date