

**Shelby County Public Library  
Board Meeting Minutes  
September 10, 2025**

The Library Board of Trustees Meeting was called to order at 6:40pm by Gayle Wiley at the Velma Wortman Morristown Branch of the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 7:45 pm, adjourned by Gayle Wiley.

**Present**

- Gayle Wiley, President
- Bambi Garrison, Vice President
- Debra Tracy, Secretary
- Justin Stenger, Treasurer
- Katie Miller, Assistant Treasurer
- Danielle DeWitt, Member
- Mary Giesting, Member

**Others Present**

- Brandy Graves, Library Director
- Cat Roberts, Library Staff

**August 2025 Meeting Minutes**

- 1) Correction noted: Debra Tracy noted the address discrepancy on the krM contract instead of Justin Stenger.

Motion to approve August 2025 meeting minutes with correction.

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) Beginning Balance of 2025: \$505,341.90
  - b) Disbursements August 2025: \$118,650.65
  - c) Disbursements Year-to-Date 2025: \$909,065.92
  - d) Receipts August 2025: \$40,634.76
  - e) Receipts Year-to-Date 2025: \$949,881.64
  - f) Balance end of August 2025: \$546,157.62

Motion to approve Treasurer's Report as presented.

Motion: Mary Giesting

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

All Approve.

**Register of Claims**

- 1) General discussion included a request from Justin Stenger for the Board and the Library to consider potential future use of funds from CD maturation in 2026, Trust Indiana to potentially talk to the Board in November regarding investments, and line items regarding previous bond funds.

Motion to approve register of claims as presented.

Motion: Bambi Garrison

2<sup>nd</sup>: Mary Giesting  
All approve.

### **Public Comments**

None

### **Bond Update**

- 1) Building committee meeting will schedule soon
- 2) Waiting for date from building envelope testing company
- 3) All design and documentation expected from krM by end of October
  - a. Potential designs for workroom and public space furniture being developed.
- 4) Bids received for sale of bond. TD Securities winning sale.
- 5) Binders regarding bond created for Board members were passed out.
  - a. No comments from the public were presented or noted. Hearing closed.

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

No correspondence received.

- 1) Mural on CEW ramp needs repair; Amber Jimenez (formerly Hudson), artist, will repair. Funding for repair and touch up to come out of gift fund.
- 2) Artwork to be featured in Plaza from high school art students, developed by Laura Land with Blue River Community Foundation.
- 3) Staff Changes
  - a. Hannah DeLong and Taylor Dennis left to attend school.
  - b. Carrie Cooper-Randolph transitioned to full time assistant position.
  - c. Marylen Henry left 8/2.
  - d. Linda Gaither hired for part time branch clerk position.
  - e. Koalie May increased hours to 60 hours biweekly.
- 4) Meeting with Bob Wortman regarding Morristown Branch potential building. No momentum to report at this time.

### **Old Business**

- 1) David Fry Workshop
  - a. Wednesday September 24<sup>th</sup> 5:00 pm
  - b. CEW Room A
  - c. Dinner provided

### **Policy Reviews**

- 1) Attendance Policy
  - a. Revised to clarify previous version
  - b. Provides form for personal leave of absence (unpaid)
- 2) Public Records Policy
  - a. Required by State Board of Accounts, new for Library
  - b. Statement of what the Library will and won't give to the public, what the Library is required to give out by law.

Motion to approve Attendance Policy and Public Records Policy.

Motion: Mary Giesting  
2<sup>nd</sup>: Danielle DeWitt  
All approve.

### **New Business**

- 1) Public Hearing for Budget
  - a. Hearing Open at 7:24 pm by Gayle Wiley
    - i. To be adopted at Board meeting October 8, 2025. Quorum required.
    - ii. General discussion held for clarification on proposed 2026 funds.
    - iii. Moves appropriations to create less confusion at end of the year and less movement between accounts.
    - iv. Clarification on LIRF purpose: capital projects
      1. Library Improvement Reserve Fund
      2. Process: funds can transfer out of LIRF, appropriate money from operating to LIRF to add funds.
  - b. No further comments from Board, Staff, or Public.
  - c. Hearing closed at 7:40 pm by Gayle Wiley
- 2) Close at 5:00 pm on Friday October 17<sup>th</sup> and all day for Saturday, October 18<sup>th</sup> for Haunted House event.

Motion to approve closing all Library locations at 5:00 pm on October 17<sup>th</sup> and all day on October 18<sup>th</sup> for Haunted House fundraiser event.

Motion: Debra Tracy  
2<sup>nd</sup>: Mary Giesting  
All approve.

- 3) Shelbyville location wishes to stay open with 2 staff at front door until 8:00 pm on October 31<sup>st</sup> (1 hour past closing).

Motion to allow the Shelbyville Library Front Door to stay open until 8:00 pm on October 31<sup>st</sup>.

Motion: Bambi Garrison  
2<sup>nd</sup>: Danielle DeWitt  
All approve.

### **Announcements**

None

### **Meeting Adjourned**

Meeting Adjourned: 7:45 pm

### **Next Meeting**

**Wednesday, October 8, 2025 @ 6:30 pm at the Shelbyville Main Branch of the Shelby County Public Library**

Minutes Approved

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Secretary

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Date