

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

The Library Board of Trustees Meeting was called to order at 6:37 pm by Gayle Wiley at the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 8:50 pm, adjourned by Gayle Wiley.

Present

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

Absent

- Danielle DeWitt, member

Others Present

- Brandy Graves, Library Director
- Cat Roberts, Library Staff
- Stuart Godfrey, Associate, krM Architecture
- Hannah Gunnell, Shelbyville News
- Lisa Bridges
- Sarah Collins
- Lydia Collins
- Ochre Cooper
- Christopher Jackson

2026 Board Officer Elections

- 1) Gayle Wiley, President
- 2) Debra Tracy, Vice President
- 3) Bambi Garrison, Secretary
- 4) Justin Stenger, Treasurer
- 5) Katie Miller, Assistant Treasurer
- 6) Danielle DeWitt, Member
- 7) Mary Giesting, Member

Motion to approve slate of officers for 2026 SCPL Board of Trustees.

Motion: Mary Giesting

2nd: Justin Stenger

All Approve.

December 2025 Meeting Minutes

Motion to approve December 2025 meeting minutes as presented.

Motion: Justin Stenger

2nd: Mary Giesting

All Approve.

Treasurer's Report

Due to further explanation needed, the treasurer's report was tabled until the end of the meeting.

Motion to table until the end of the meeting.

Motion: Justin Stenger

2nd: Debra Tracy

Register of Claims

Motion to approve Register of Claims as presented.

Motion: Mary Giesting

2nd: Bambi Garrison

All approve.

Construction Update

- 1) Stuart Godfrey with krM Architecture gave a construction update regarding the bond progress.

Public Comments

Public Comments were heard from Sarah Collins (Morristown), Ochre Cooper (Morristown), and Christopher Jackson (Morristown). All comments were favorable towards the Morristown Branch of SCPL and favored the library moving into the Fountaintown Gas building.

Librarian's Report & Correspondence

Correspondence was received via email, website contact form, and social media regarding the Morristown Branch. Correspondence was received from Jane Thurston (Morristown), Tracey Collier (Morristown), Kristin Scherzinger (Morristown), Justin Fowler (Morristown), Sara Koekenberg (Morristown), Jane Smith (unknown location) All correspondence was favorable, praising the activities at the Morristown Branch and recommending a favorable decision towards the library taking possession of the Fountaintown Gas building for a future Morristown Branch.

- 1) Business Office hire: Monica Lutes, Account Manager
 - a. Previously reported hire did not come in on first day and did not start work.
 - b. Monica Lutes started December 29, 2025.

Old Business

- 1) Morristown Branch / Fountaintown Gas Building
 - a. The Board heard from Lisa Bridges on behalf of her father, Bob Wortman, regarding a proposal to donate the Fountaintown Gas Building at 106 E Main St, Morristown, IN, to the library for the purpose of a larger Morristown branch. This is a continuation of the discussion that began in August 2025, as reported in the September 2025 board meeting minutes.

- b. The Board asked questions and Lisa Bridges answered all that she was able. Justin Stenger, Brandy Graves, and Cat Roberts answered further questions regarding the walkthrough taken December 5, 2026.
- c. The Board expressed concerns regarding the cost of renovating the building and offered suggestions of Historic Preservation grants, which are available for nonprofits and government units.

Policy Reviews

- 1) Internal Controls
 - a. Annual review of policy.
- 2) Conflict of Interest policy
 - a. Recommended policy by American Library Association
 - b. All board members and employees would sign to acknowledge agreement to policy.

Motion to approve Internal Controls policy and Conflict of Interest policy.

Motion: Justin Stenger

2nd: Debra Tracy

All approve.

Committee Reports/Recommendations

- 1) Finance Committee Recommendations
 - a. CDs
 - i. Continue with CDs at First Bank of Richmond
 - ii. Take 3 DePrez Investments (currently separate) and recombine, keep in CD
 - iii. Other trust funds (McFadden, Rotary, M.L. Robbins, and Whitehead) recommended to put into funds with TrustINDiana to become liquid with maximum rate.
 - iv. LIRF currently in CD, suggestion to put into TrustINDiana for liquidity.

Motion to combine 3 DePrez funds and invest at First Bank of Richmond in CD for 12 months at 3.6%, and to place the rest of the accounts in question into funds with TrustINDiana.

Motion: Bambi Garrison

2nd: Mary Giesting

Approve: Justin Stenger, Katie Miller, Debra Tracy; Oppose: Gayle Wiley

- 2) Building Committee
 - a. Meeting with Stuart Godfrey of krM next week
- 3) Insurance Committee
 - a. No update.
- 4) Personnel Committee
 - a. No update
 - b. Welcome Monica

New Business

- 1) David Fry Workshop

a. 4:30pm – 7:30pm, February 24th

Announcements

- 1) Board of Finance Meeting February 11th
- 2) Next Board meeting February 11, 2026

Treasurer's Report

- 1) County Auditor deposited funds into accounts
 - a. Certificate of Tax Distribution
 - b. Correct Amounts connected to correct funds
 - c. ACH deposits were reversed on General Fund and Debt Service Fund
 - d. County Auditor stated that Library would need to correct issue
 - e. Procedure to correct issue was followed with guidance from AVC Technology
 - f. Justin Stenger resolved issue with PNC bank.
- 2) Financial Report
 - a. Start of 2025: \$505,341.90
 - b. Disbursements December 2025: \$133,526.76
 - c. Disbursements Year-to-Date: \$1,400,268.43
 - d. Receipts December 2025: \$445,667.77
 - e. Receipts Year-to-Date: \$1,522,760.69
 - f. Final Balance December 31, 2025: \$627,834.16
- 3) Assistant Treasurer Katie Miller noted discrepancy of \$204.83; investigation needed into prior months to find where discrepancy starts.
- 4) Further note from Katie notes a difference of \$26.08 between payroll on register of claims and treasurer's report. Suggestion for Katie Miller, Justin Stenger, and Brandy Graves to investigate and discover where the discrepancy comes from.

Motion to rescind approval of register of claims.

Motion: Mary Giesting

2nd: Bambi Garrison

All approve.

Motion to approve register of claims pending corrections.

Motion: Mary Giesting

2nd: Bambi Garrison

All approve.

Motion to approve the financial report as presented.

Motion: Debra Tracy

2nd: Mary Giesting

All approve.

Meeting Adjourned

Meeting Adjourned: 7:53 pm

Next Meeting

Wednesday, February 11, 2026 @ 6:30 pm at the Shelbyville Main Branch of the Shelby County Public Library

Minutes Approved

Secretary

Date