

**Shelby County Public Library  
Board Meeting Minutes  
August 13, 2025**

The Library Board of Trustees Meeting was called to order at 6:32pm by Gayle Wiley at the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 7:59 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
- Mark McNeely, liaison for the Shelby County Public Library Foundation
- Kevin Montgomery, krM Architecture

**July 2025 Meeting Minutes**

Motion to approve July 2025 meeting minutes as presented.

Motion: Mary Giesting

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

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 July 2025: \$118,487.82
  - c) Disbursements Year-to-Date 2025: \$790,415.27
  - d) Receipts July 2025: \$40,879.36
  - e) Receipts Year-to-Date 2025: \$909,246.88
  - f) Balance end of July 2025: \$624,173.51

Motion to approve Treasurer's Report as presented.

Motion: Debra Tracy

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

All Approve.

**Register of Claims**

- 1) General discussion held on appropriations and budgeting, as well as fund placement during transitional period.

Motion to approve register of claims as presented.

Motion: Mary Giesting

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

All approve.

## **Public Comments**

None

## **Bond Hearing**

- 1) Additional Appropriation Hearing on General Obligation Bond
  - a. No comments from the public were presented or noted. Hearing closed.

Motion to adopt additional appropriation.

Motion: Justin Stenger

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

All approve.

- 2) Final Bond Resolution Summary

Motion to adopt final bond resolution.

Motion: Justin Stenger

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

All approve.

## **Bond Update: krM Architecture presentation from Kevin Montgomery**

- 1) Building envelope proposal
  - a. Cost - \$4250
  - b. Included in initial scope of work with higher estimate
  - c. Questions on process, previous examples
- 2) Remaining scope of funds after completion of recommended repairs
  - a. Staff survey of preferences results: new shelving and furniture, staff workroom renovation, people counter, and book drop canopy
  - b. All 4 items add up to higher cost than ~\$300,000 remaining in scope of proposed bond funds.
  - c. Could drop staff workroom from list should funds necessitate cuts.
  - d. Kevin Montgomery explained that there could be compromises as work is completed and items may not need to be dropped from scope of work.
- 3) Project Committee
  - a. Kevin recommended the formation of a project committee for meetings as work progresses.
  - b. Gayle Wiley, Justin Stenger, Brandy Graves
  - c. Recommendation of 1-2 staff members to be included, and some additional staff for pertinent meetings.
- 4) Contract
  - a. Justin Stenger pointed out errors in library addresses on contract.

Motion to approve the building envelope testing and accept the proposed contract from krM Architecture with the amendments as presented.

Motion: Mary Giesting

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

All approve.

- 5) Brandy will meet on 8/19 at 11:30 for a discussion on the S&P Rated Bond Sale.

- 6) Brandy will meet with Baker Tilly on 8/18 at 11am to answer questions for bond counsel.

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

No correspondence received.

- 1) Brandy applied for the management cohort through ILF.
- 2) Some patron issues reported
  - a. Patrons on roof of CEW, police called.
  - b. Nude patron on plaza stage, prior to opening, police arrested before any other patrons arrived at library but did not give any information to Brandy.
  - c. Brandy has held a meeting with department heads to remind staff to be vigilant and how to handle these situations.
- 3) Community involvement
  - a. Neighborhood farmer's market
  - b. Senior expo
  - c. World Breastfeeding Event presented by MHP at Blue River Park
  - d. Arts in the Park
- 4) Big Events
  - a. Halloween Festival 1<sup>st</sup> Saturday in October
  - b. Haunted House October 18<sup>th</sup>/rain date October 25<sup>th</sup>
  - c. Justin Stenger noted that the Community Treasures series presented at the Strand had occurred, but he saw information about it after the event, not before. Request for further advertising.
  - d. Gayle Wiley asked how the presentation being at the Strand benefits the library and formally requested a written statement on the subject.
    - i. Could potentially be presented at library or at Grover Center

### **Old Business**

- 1) Vending Machine
  - a. Breach of contract
  - b. \$7.00 check received for profit sharing
  - c. Options explored for removal of vending machine from library premises
- 2) David Fry Workshop
  - a. Date confirmed Wednesday September 24<sup>th</sup>

### **Policy Reviews**

None.

### **New Business**

- 1) AVC renewal
  - a. Renewing access points for only 1 year
  - b. Looking at e-rate option
    - i. Could save up to 80% on internet and equipment

- 2) Close September 12 for Staff Training Day
- 3) Morristown Branch stay open late, until 8pm, for Halloween, Friday October 31st

Motion to close all locations of the Library on September 12 for Staff Training and for the Morristown Branch to remain open until 8pm on Friday, October 31<sup>st</sup> for Halloween festivities.

Motion: Debra Tracy

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

All Approve.

### **Announcements**

- 1) Gayle Wiley mentioned there is a leaky faucet on the west side of the Library entrance, and that flowerpots need watered as the Diligent Diggers noted that they had not been receiving appropriate water care.
- 2) Gayle Wiley requested a special meeting regarding director salary prior to the budget hearing in September.
  - a. Date set for 8/27/2025 at 7:30pm in Room C.
- 3) Next meeting will be a public hearing for the Library Budget. Brandy will post the information.
- 4) October board meeting will be the budget adoption and will need quorum to pass.

### **Meeting Adjourned**

Meeting Adjourned: 7:59 pm

### **Next Meeting**

**Wednesday, September 10, 2025 @ 6:30 pm at Velma Wortman-Morristown Branch of the Shelby County Public Library**

Minutes Approved

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Secretary

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Date