

**Shelby County Public Library  
Board Meeting Minutes  
June 6, 2024**

The Library Board of Trustees Meeting was called to order at 6:39 pm by Bambi Garrison. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 7:22 pm, adjourned by Gayle Wiley.

**Present**

- Gayle Wiley, President (arrival 6:45 pm)
- Bambi Garrison, Vice President
- Brian Brammer, Treasurer
- Janet Compton, Assistant Treasurer
- Danielle DeWitt, Member

**Not Present**

- Debra Tracy, Secretary
- Justin Stenger, Member

**Others Present**

- Brandy Graves, Library Director
- Cat Roberts, Library Staff
- Hannah Gunnell, The Shelbyville News

**May 2024 Meeting Minutes**

Motion to approve May meeting minutes as presented.

Motion – Brian Brammer

2<sup>nd</sup> – Janet Compton

All Approve

**Treasurer's Report**

A. Brian Brammer gave the Treasurer's Report with the following statistics:

- a. Start of Year: \$339,471.41
- b. Disbursements May: \$118,763.76
- c. Year-to-Date Disbursements: \$512,094.08
- d. Receipts May: \$182,705.55
- e. Receipts Year-to-Date: \$331,807.40
- f. Balance: \$159,184.73
  - i. Includes approximately \$80,000 of the Rainy Day fund.
  - ii. Supplemental received from CAGIT.

Motion to approve Treasurer's Report as presented.

Motion: Janet Compton

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

All approve.

**Register of Claims**

Brian asked about the chimney repairs; Brandy stated they have not started yet.

Danielle asked what the annual PCI program line item was for. Brandy stated it was tied to the credit card machines.

Motion to approve register of claims as presented.

Motion: Danielle DeWitt

2<sup>nd</sup>: Janet Compton

All Approve.

### **Public Comments**

Hannah Gunnell expressed appreciation for the meeting date, as the next week would be occupied by county fair reporting.

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

- A. Correspondence: Redevelopment Commission Letter
- B. Internal Staff Changes – Katherine Bailey, part-time clerk started in Adult Services.
- C. Many donations logged for Summer Reading Program:
  - a. \$2500 from Dollar General Literacy Foundation
  - b. \$3000 from Blue River Community Foundation
  - c. \$1200 from the Friends of the Library
- D. Mini-Golf fundraiser planned for September – one meeting held so far – a creative solution to keep costs low in raising funds for the library
- E. Chimney repair work will begin soon; deposit has been paid.
- F. Locksmith installed lock on sound room door and on inside door to Meeting Room B in the Carnegie East Wing
- G. Looking at quotes to repair floor in administrative meeting area should a countertop space be removed.
- H. Library Foundation to donate funds for several different projects
  - a. Improved seating for meetings, as current furniture causes overcrowding
- I. Check donation received for a 3D printer; specifications for purchase received from donor.
  - a. Gayle asked about the old 3D printer at Shelbyville branch – which did exist but kept having maintenance issues until it could no longer be repaired.
- J. Gayle asked about the used bookstore moving and what that space will be in the previous bookstore space – Brandy stated it will be a staff work/break room for that building

### **Old Business**

None

### **Policy Reviews**

- A. National Emergency Policy

- a. Explanation of policy – Compared old and new policies. Changed verbiage to increase clarity. Minor typo/grammatical corrections were listed.

Motion to approve National Emergency Policy with corrections.

Motion: Danielle DeWitt

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

All Approve.

B. Emergency Closings Policy

- a. Explanation of policy – New policy due to potential for closings due to reasons aside from weather.

- b. Janet posed the question for who would be next in chain of command if Brandy is unavailable; Brandy referenced the organizational chart. Addition of that reference to the policy was noted as necessity to reduce confusion.

Motion to approve Emergency Closings Policy with noted changes

Motion: Bambi Garrison

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

All Approve.

### **New Business**

A. Parking Lot Filling, Sealing and Re-Striping

- a. Quote from Crim & Sons
- b. No 2<sup>nd</sup> quote yet, some suggestions were offered
- c. Suggestions: during re-striping, mark areas for through traffic to prevent illegal parking  
Tabled for July meeting or until a 2<sup>nd</sup> quote is obtained.

B. Profit Sharing Agreement with Snacktastic Vending

- a. Board would like to add Brandy for signing the agreement as Director.
- b. Question of how earnings are reported, suggestion for attorney to review as the current language offered too many opportunities for uncertain interpretation and needed further transparency.
- c. Motion to approve pending review by Library attorney – Danielle DeWitt; no 2<sup>nd</sup>, motion fails.
- d. Brian stated that the agreement is too vague and stated the sharing agreement should be from gross sales instead of current wording.

Tabled for July board meeting.

### **Announcements**

Gayle asked for any updates from Brandy talking to the Bond council; no updates yet.

Library Board presented to Shelbyville Central school board – which was interested in hearing about library information.

County council will meet June 18, Board considered options to present to county council.

**Meeting Adjourned**

Meeting Adjourned: 7:22 pm

**Next Meeting**

**July 11, 2024 @ 6:30 pm**

Minutes Approved

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date