

**Shelby County Public Library
Board Meeting Minutes
December 5, 2024**

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 7:46 pm, adjourned by Gayle Wiley.

Present

- Gayle Wiley, President
- Bambi Garrison, Vice President
- Brian Brammer, Treasurer
- Janet Compton, Assistant Treasurer
- Debra Tracy, Secretary
- Danielle DeWitt, Member
- Justin Stenger, Member

Others Present

- Brandy Graves, Library Director
- Stephanie Baker, Library Staff
- Kyle Qurazzo, Library Staff
- Cat Roberts, Library Staff
- Hannah Gunnell, Shelbyville News

Official Proclamation

Gayle read a statement thanking Brian Brammer and Janet Compton for their years of service to the Library Board of Trustees. This marked their final meeting.

November 2024 Meeting Minutes

Motion to approve November 2024 meeting minutes as presented.

Motion: Brian Brammer

2nd: Janet Compton

All Approve.

Treasurer's Report

1) Brian Brammer gave the Treasurer's Report with the following statistics:

- a) Start of Year: \$339,471.41
- b) Disbursements November: \$108,013.11
- c) Year-to-Date Disbursements: \$1,208,863.75
- d) Receipts November: \$39,026.16
- e) Receipts Year-to-Date: \$1,122,281.63
- f) Balance: \$252,889.29

Motion to approve Treasurer's Report as presented.

Motion: Janet Compton
2nd: Brian Brammer
All approve.

Register of Claims

- 1) Justin Stenger appreciated extra comments to explain items in Register of Claims.
- 2) Payment for Shelbyville maps – question raised on where these items are displayed at the library (Genealogy & Main Branch)
- 3) Clarifications made about name changes on cleaning service.

Motion to approve register of claims as presented.

Motion: Brian Brammer
2nd: Janet Compton
All approve.

Public Comments

None

Librarian's Report & Correspondence

- 1) No Correspondence received.
- 2) New appointees to the Board of Trustees from the County Commissioners' Office are still to be determined.
- 3) Website traffic has increased greatly. Feedback so far has been positive.
- 4) Kyle & Brandy are working with Communico to finalize its implementation.
- 5) Brandy shared information about goals for next year and evaluation processes.
- 6) Brandy and Justin both gave a recap of the ILF Conference, including the benefits of institutional membership offering 2 free trustee memberships.

Old Business

- 1) Potential 2025 Meeting Dates
 - a) Option 1: 2nd Thursday
 - b) Option 2: 2nd Wednesday

Motion to move the 2025 Board Meeting Dates to the 2nd Wednesday of each month at 6:30 pm.

Motion: Brian Brammer
2nd: Janet Compton
All approve.

- 2) Chimney service issues
 - a) T.J.'s Chimney Service responded after months of no-contact to state that Duke Energy will need to move powerlines for T.J.'s to complete work, and the Library would be responsible for that bill (\$4,606.85). Never mentioned in original quote. Partial payment

has already been made to T.J.'s Chimney Service for the amount of \$7,326.50.

- b) Suggestions made for small claims court possibilities and second opinions.
- c) Suggestion for Library attorney to send letter to T.J.'s Chimney service.

Policy Reviews

1) Electronic Meetings Policy

Motion to approve as presented.

Motion: Brian Brammer

2nd: Janet Compton

All approve.

2) Meeting Room Policy

a) Edits made

i) Morristown copy – change date for adoption

ii) All copies – change bullet point listing board meeting dates to 2025 approved dates.

iii) Strike \$5.00 charge for cancel without reschedule

iv) Remove underlining, minor corrections.

b) Main change – cost of meeting rooms changing to \$10/hour.

c) Question of reservations going over on time – Staff will approach to let them know – further questions on procedures.

d) Question of cost being too much – noted that Library is still the cheapest option in Shelbyville.

Motion to approve meeting room policies with corrections noted.

Motion: Janet Compton

2nd: Brian Brammer

All approve.

New Business

1) Salary Ordinance

a) New version changed language regarding bonus information.

Motion to approve Salary Ordinance 2025 as written.

Motion: Brian Brammer

2nd: Janet Compton

All approve.

2) Resolution to transfer money back to Rainy Day fund that had been transferred out earlier in 2024.

Motion to approve transfer of funds.

Motion: Janet Compton

2nd: Brian Brammer

All approve.

3) Heating Quote for Entryway & Stairwell

Motion to approve quote for \$4895 to Leach & Russell to install 2 entryway heaters, to be paid upon completion of work

Motion: Brian Brammer

2nd: Janet Compton

4) PAWS Quote

a) Patron management software from AVC – current patron privacy software doesn't work, gets outmoded as soon as new computer updates are implemented.

b) PAWS runs a computer script instead of a software to reset the computers and clear patron information.

Motion to approve PAWS adoption for \$2000.

Motion: Janet Compton

2nd: Brian Brammer

All approve.

5) Close Early December 13th for Staff Christmas Dinner

Motion to approve closure of all branches of the Library at 5:00 pm on December 13th.

Motion: Brian Brammer

2nd: Janet Compton

All approve.

Announcements

None

Meeting Adjourned

Meeting Adjourned: 7:46 pm

Next Meeting

Wednesday, January 8th, 2025 @ 6:30 pm at Shelbyville

Minutes Approved

Secretary

Date