

**Shelby County Public Library  
Board Meeting Minutes  
November 12, 2025**

The Library Board of Trustees Meeting was called to order at 6:31 pm by Gayle Wiley at the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 8:07 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
- Cynthia Barger, Director, TrustINDiana

**October 2025 Meeting Minutes**

Motion to approve October 2025 meeting minutes as presented.

Motion: Justin Stenger

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 October 2025: \$153,354.65
  - c) Disbursements Year-to-Date 2025: \$1,166,408.19
  - d) Receipts October 2025: \$41,104.09
  - e) Receipts Year-to-Date 2025: \$1,031,087.72
  - f) Balance end of October 2025: \$370,021.43
- 2) Questions posed regarding bond funds absent from financial report.
- 3) Updated September 2025 financial report still needed.
- 4) Acknowledgment of receipt of October 2025 financial report, request earlier submission of materials for December meeting. Approval of September and October 2025 financial reports tabled.

**Register of Claims**

Motion to approve Register of Claims as presented.

Motion: Bambi Garrison

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

All approve.

**Public Comments**

None

### **Presentation from TrustINDiana**

- 1) Presentation from Cynthia Barger, Director, TrustINDiana, regarding investing for Indiana Local Units of Government
- 2) Discussion started due to upcoming CD expiration/renewal in January 2026.
- 3) Board has requested guidance from Brandy regarding potential goals for funds.
- 4) Documentation requested regarding various fund purposes (DePrez, McFadden, Rotary, etc.).

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

No correspondence was received.

- 1) ILF attendance recap: 4 staff attended, 1 trustee.
- 2) David Fry 2<sup>nd</sup> session – wait until January.
- 3) Locks on restrooms to be installed due to drug use in restrooms.
- 4) Signage to be discussed with staff at department head meetings.
- 5) Receiving applications for accounts manager position.
- 6) Haunted House – profit \$1500; met after to discuss logistics/results/changes for 2026.

### **Old Business**

- 1) Construction Update
  - a. Meeting room conversion to acquisitions/book handling & processing, landscaping around CEW
  - b. Bids for construction open November 20<sup>th</sup> at 2pm

### **Policy Reviews**

- 1) Food for Fines Policy
  - a. Must be approved annually.

Motion to approve Food for Fines Policy.

Motion: Justin Stenger

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

All approve.

### **New Business**

- 1) Morristown Branch
  - a. Discussion opened regarding Fountaintown Gas building and potentially touring the structure to see if it is an option worth pursuing as a location for the branch to move and expand. Need to set up a walk through as no one has been inside.
  - b. Concerns expressed regarding accessibility.
- 2) Thanksgiving – Black Friday Closure
  - a. More data was requested. Stay open for 2025, count patron traffic and financial intake to influence decision for 2026.
- 3) December 19<sup>th</sup>- early closure for staff holiday party

Motion to close all locations of the library at 5:00 pm on December 19<sup>th</sup> for staff holiday celebration.

Motion: Debra Tracy

2<sup>nd</sup>: Mary Giesting

All approve.

4) September Meeting follow-up

a. Director salary adjustment – off by \$41.60

Motion to add \$41.60 on last paycheck of 2025 to Brandy Graves.

Motion: Katie Miller

2<sup>nd</sup>: Mary Giesting

All approve.

5) Board appointment schedule

a. Clarifications given regarding board appointments and renewals.

### **Announcements**

Gayle requested notes for revamping director's evaluation and called an Executive Session for December 10<sup>th</sup> at 6:00 pm.

### **Meeting Adjourned**

Meeting Adjourned: 8:07 pm

### **Next Meeting**

**Executive Session: Wednesday, December 10, 2025 @ 6:00 pm at the Shelbyville Main Branch of the Shelby County Public Library**

**Regular Meeting: Wednesday, December 10, 2025 @ 6:30 pm at the Shelbyville Main Branch of the Shelby County Public Library**

Minutes Approved

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date