

**Shelby County Public Library  
Board Meeting Minutes  
February 11, 2026**

The Library Board of Trustees Meeting was called to order at 6:45 pm by Gayle Wiley at the Shelby County Public Library. The Library Board of Trustees Meeting of the Shelby County Public Library ended at 8:14 pm, adjourned by Gayle Wiley.

**Present**

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

**Absent**

- Mary Giesting, Member

**Others Present**

- Brandy Graves, Library Director
- Monica Lutes, Library Staff
- Cat Roberts, Library Staff
- Kyle Qurazzo, Library Staff
- Ochre Cooper, public comment (Library Staff)

**Board of Finance Meeting**

- 1) Board of Finance meeting called to order at 6:40 pm.
- 2) Necessity of meeting: discuss investments
- 3) Officers Election

Motion for officers of financial board remain unchanged from 2025 slate.

Motion: Justin Stenger

2<sup>nd</sup>: Katie Miller

All approve

- 4) Investment fund recommendations
  - a. CDs move from First Bank of Richmond to TrustINDiana, excepting the 3 DePrez fund CDs, which will be reinvested at First Bank of Richmond at the rates presented to the board.
  - b. Funds to move to TrustINDiana for liquidity and transparency in spending according to stipulations on funds.

Motion to combine 3 DePrez funds into a CD.

Motion: Bambi Garrison

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

All approve.

- 5) Board of Finance meeting closed at 6:44 pm.

**Board of Trustees Meeting**

Called to order at 6:45 pm.

## **January 2026 Meeting Minutes**

- 1) Date correction noted in Old Business.

Motion to approve January 2026 meeting minutes with noted correction.

Motion: Bambi Garrison

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

All Approve.

Note: Page numbers requested on future minutes.

## **Treasurer's Report**

- 1) Financial Report

- a. Beginning of 2026: \$614,552.58
- b. Start of January 2026: \$614,552.58
- c. Disbursements January 2026: \$125,012.79
- d. Disbursements Year-to-Date: \$125,012.79
- e. Receipts January 2026: \$41,256.33
- f. Receipts Year-to-Date: \$41,256.33
- g. Balance end of January 2026: \$530,796.12

- 2) Report from Monica Lutes, Accounts Manager

- a. December 2025, January 2026, February 2026 reports may contain confusing information.
- b. County Auditor deposited funds into incorrect accounts.
  - i. Monies placed in transfer fund to swap places, which is shown on report.
  - ii. All monies are in correct funds now.
  - iii. Operating and Debt Service funds were swapped.
  - iv. Stated in same fund throughout the transfer process, but moved from First Bank of Richmond to PNC to TrustINDiana, as the originating institution and the receiving institution did not have the same processes to move funds, necessitating PNC as an intermediary.
  - v. Transfer took time, causing discrepancy between the audit paperwork and the financial report.
  - vi. All thoroughly documented in accounts and returns.
- c. Explanation of a Fund Audit and how amounts show up for the financial reports.
- d. Discrepancies can occur in the time between depositing into the account and the interest accrued by the date of posting for the reports.
- e. Corrected/updated December 2025 financial report provided to the Board.

Motion to approve the corrected December 2025 Treasurer's Report pending audit.

Motion: Bambi Garrison

2<sup>nd</sup>: Katie Miller

All approve.

Motion to approve the January 2026 Treasurer's Report pending audit with notes.

Motion: Debra Tracy

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

All approve.

### **Register of Claims**

1) Katie Miller noted payroll discrepancy in January 2026 register of claims, asked for update.

a. Discrepancy explanation: a claim had not been included, one from November 2025 needed a signature, a different claim was not included, and the latest payroll will be in February 2026's register of claims.

b. May 2025 corrected register of claims still needed signatures.

Motion to approve Register of Claims as presented.

Motion: Bambi Garrison

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

All approve.

### **Public Comments**

Public Comment was heard from Ochre Cooper of Morristown regarding the Board's discussion of the Fountaintown Gas building donation during the January 2026 meeting. Cooper's comment raised concerns regarding the board's hesitation taking an undue amount of time and noting that the Morristown Branch is excluded from bond funds due to building ownership, addressing an idea noted from the January meeting regarding leasing a building from the Town of Morristown.

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

- 1) Verbal and written feedback received regarding excellent customer service provided by Cassidy Welch and Justice Bowers, both of Adult Services staff.
- 2) Letter with check for \$10,000 received from Carnegie Corp of New York for the 250<sup>th</sup> anniversary of the United States, sent to standing Carnegie Libraries throughout the country.
- 3) Ernie Bishop handled snow removal, 4.5 hours of work clearing snow, and was noted to have done an excellent job.
- 4) Annual Report will be delayed for 2026 due to website host switch on Indiana State Library's side of procedure. No new due date has been assigned yet.
- 5) Annual financial report to be uploaded to Gateway, still due 3/1/2026.
- 6) Mobile app should be up and running by end of February 2026.
- 7) Previous bond remaining funds available for spending
  - a. Reviewing ways to spend while keeping within scope of bond.

- b. Possibilities include: Furniture/shelving, Computers, Rekeying (need quote)

### **Old Business**

- 1) Construction Update moved to Committee Updates

### **Policy Reviews**

- 1) Travel Policy
  - a. Updated
    - i. Refined language, syntax.
    - ii. Reorganized
    - iii. Includes meal and parking reimbursement
  - b. Justin Stenger noted language of “outside city limits” stating Shelbyville but not Morristown, may need further revision.

Travel Policy tabled for second reading at March 2026 board meeting.

### **Committee Reports/Recommendations**

- 1) Personnel
  - a. No updates to report.
- 2) Insurance (ad hoc)
  - a. No updates to report.
- 3) Policy
  - a. Noted that policies were reviewed on site, but not acted upon in small committee meetings (none held)
  - b. Potentially ad hoc
  - c. No updates to report.
- 4) Finance
  - a. No updates to report.
- 5) Building Committee
  - a. Report from Building Committee
    - i. Met January 20, 2026. Notes on meeting provided.
    - ii. Updated schedule and timeline offered for construction.
    - iii. Contractors will be onsite March 9, 2026.
    - iv. Elevator installation begins towards end of April 2026.
    - v. Substantial completion target: end of June 2026.
    - vi. Next construction meeting: February 20, 2026, 12:00 pm.
    - vii. Consideration from architect and general contractor to minimize effects on patrons.
- 6) Strategic Planning
  - a. Short Term
  - b. Task Force
  - c. Invitations to Friends of the Library, SCPL Foundation for inclusion

- 7) Committee Appointments
  - a. Personnel
    - i. Danielle DeWitt
    - ii. Debra Tracy
    - iii. Bambi Garrison
  - b. Finance
    - i. Katie Miller
    - ii. Justin Stenger
  - c. Building
    - i. Gayle Wiley
    - ii. Justin Stenger
    - iii. Mary Giesting
  - d. Insurance
    - i. Ad hoc
    - ii. Appoint as necessary at time comes
  - e. Policy
    - i. Mary Giesting
    - ii. Katie Miller
    - iii. Ad hoc

**New Business**

- 1) Department Reports
  - a. New item for 2026 meetings, having a department head give further updates from Librarian's report
  - b. February 2026: Kyle Qurazzo, Computer Services
    - i. Mobile app on pace to be live for patrons by end of February 2026.
    - ii. Updates coming to website, some pages hidden at this time, improvements and tweaks to enhance user experience
    - iii. Reviewing pricing for computer replacements with AVC
    - iv. 49 security cameras to be installed with bond project
      1. Plans were confusing on camera locations
      2. Cameras were listed on multiple different plans
      3. Kyle tweaked placement for some cameras with krM Architecture for optimal use
    - v. Reviewing digital services
    - vi. Rearranged Computer Lab, shifting workspaces to make better use of space & better denote staff areas
    - vii. General maintenance throughout the month
    - viii. Website/Meeting Room scheduler upgrades
      1. 55,000 monthly visitors on new website vs. 500 monthly visitors on old website

**Announcements**

- 1) Next Board Meeting March 11, 2026
  - a. Moving March Board Meeting to Morristown instead of April meeting.

**Meeting Adjourned**

Meeting Adjourned: 8:14 pm

**Next Meeting**

**Wednesday, March 11, 2026 @ 6:30 pm at the Velma Wortman  
Morristown Branch of the Shelby County Public Library**

Minutes Approved

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date