

DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING
Thursday, January 12, 2023, at 4:00 PM
Jasper Public Library Hickory Meeting Room

Present: Steve Scott, Pamela Catt, Gaylene Laubscher, Nona Baker, Marc Steczyk, Ann Shappard, Lisa Kincer, Levi Hulsman, Anna Grant, Heidi Ehrhard, Abby Kennedy, Angie Schitter Jordan Schuetter, Attorney Greg Schnarr, Director Christine Golden **Absent:** None

Call to Order: President Scott called the regular Dubois County Contractual Public Library meeting to order at 4:00PM in the Jasper Public Library Hickory Meeting Room.

1) Consent Agenda:

- a. **Minutes:** Minutes from the regular Dubois County Contractual Public Library meeting held on December 8, 2022 were given to the board for review.
- b. **Financial Reports:** The Treasurer's Report covering December 1, 2022, through December 31, 2022, was provided to the Board for review.
- c. **Claims:** Copies of the Claims were provided to the Board for review and approval.
- d. **Managers' Reports:** The Ferdinand, Birdseye, and Dubois Branch Managers' reports were included in the board packets for review.

On motion by Grant, second by Hulsman, the Consent Agenda was approved. (11-0)

2) Public Forum: None

3) New Business:

- a) **Election of 2022 Board Officers:** President Scott called for nominations of the board officers and the board confirmed they were in favor of the following slate of officers.

President - Steve Scott
Vice President - Heidi Ehrhard
Secretary - Gaylene Laubscher
Treasurer – Lisa Kincer

On motion by Catt, second by Hulsman, the board approved the 2023 Board Officers. (11-0)

- b. **Trust Indiana:** After discussions during the finance meeting, Schitter asked for approval to establish an investment account with Trust Indiana.

On motion by Laubscher, second by Grant, the board approved establish account with Trust Indiana. (11-0)

- c. **Internal Controls Review:** The library board, per IC 5-11-1-27(g)(2), discussed the library's internal controls policy and made assurances that all those needing to be trained on said controls have completed said training.

On motion by Ehrhard, second by Hulsman the board approved the review of the Internal Controls Policy. (11-0)

- d. **Disaster Recovery Plan:** Golden and Schitter presented a technology disaster recovery plan for the library in the event of an active or perceived threat or disruption to the library's technology infrastructure.

On motion by Shappard, second by Baker, the board approved the Disaster Recovery Plan. (11-0)

- e. **Appropriation Changes:** Golden presented a list of appropriation changes for 2022.

Operating Fund - 100		ADD				
2.3	Repair & Maint Supplies	969.00	from	2.1	Office Supplies	(969.00)
3.96	Programs - DBL Child/tee	167.00	from	3.97	Programs - DBL Adult	(167.00)
4.2	Buildings & Improvemen	867.00	from	4.7	Non-Print	(867.00)
4.4	Furniture & Equipment	298.00	from	4.7	Non-Print	(298.00)
	Total	2,301.00				(2,301.00)
LIRF - 400						
4.2	Buildings & Improvemen	37,300.00	from	4.4	Furniture & Equipme	\$ (37,300.00)
Construction Fund - 401						
3.1	Professional Services	235.00	from	4.2	Buildings & Improve	(235.00)
4.4	Furniture & Equipment	2,538.00	from	4.2	Buildings & Improve	(2,538.00)

On motion by Hulsman second by Kincer, the board approved the appropriation changes for 2022. (11-0)

- f. **Transfer to Rainy Day Fund:** Golden presented a resolution to transfer \$30,000 from the operation fund to the rainy day fund.

On Motion by Hulsman, second by Laubscher, the board approved the \$30,000 transfer to the Rainy Day fund. (11-0)

- g. **Strategic Plan:** The 2023-2027 Strategic Plan was presented to the board for final review and approval by Jordan Schuetter. The plan must then be submitted to the Indiana State Library for final approval. Schuetter discussed the plan's building blocks and main objectives building off the previous plan. He thanked all for their participation and hopes to put plan full into place with staff and board responsibilities being assigned in April.

On Motion by Baker, second by Steczyk, the board approved the 2023-2027 Strategic Plan. (11-0)

4) Library Updates, Director Golden:

- a. **Anita Murphy-Retirement:** Anita has announced she will be retiring from the library on November 3.
- b. **Tax Assistance:** Tax assistance will again be available at the Ferdinand Branch from February to April. Contact info to make appointments can be found at the library or online. Federal forms are beginning to trickle in but it has yet again been another frustrating process to receive forms.
- c. **Reading Programs:** Winter reading will continue to run the entire month of January.
- d. **Most Circulated Items:** Golden shared a list of the most circulated items at the libraries this year, with Colleen Hoover taking 6 of the top 12 spots, but the number one spot continuing to belong to "Where the Crawdads Sing".
- e. **Work Anniversaries:** Golden shared how the library has begun to share work anniversaries each month at all four branches.

5) Upcoming conferences/workshops/meetings: None

6) **Next Regular Meeting:** The next regular Dubois County Contractual Public Library meeting is scheduled to be held in the Jasper Public Library on Thursday, February 9, 2022, at 4:00 PM.

7) **Adjournment:** On a Motion by Catt, second by Baker, the meeting adjourned. (11-0)

Signed this _____ 9th _____ day of _____ February _____, 2023

<u>Angi Stappard</u>	<u>Mark J. G.</u>
<u>Nona Baker</u>	<u>Pamela Catt</u>
<u>Angela G. G.</u>	<u>Wendy Ehrhard</u>
<u>for Blank</u>	<u>Steve Pratt</u>
<u>Sara Kincier</u>	
<u>Ashley Kennedy</u>	

ATTEST

Angela G. G.
Secretary

