

**DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING**  
**Thursday, May 11, 2023, at 4:00 PM**  
**Jasper Public Library Meeting Room**

**Present:** Steve Scott, Pamela Catt, Gaylene Laubscher (arrived later), Anna Grant (arrived later), Nona Baker, Lisa Kincer, Heidi Ehrhard, Abby Kennedy, Ann Shappard, Marc Steczyk, Angie Schitter, Jordan Schuetter, Attorney Greg Schnarr, Director Christine Golden **Absent:** Levi Hulsman

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

**1) Consent Agenda:**

- a. **Minutes:** Minutes from the regular Dubois County Contractual Public Library meeting held on March April 13, 2023 were given to the board for review.
- b. **Financial Reports:** The Treasurer's Report covering April 1, 2023, through April 30, 2023, 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 Steczyk, second by Ehrhard, the Consent Agenda was approved. (8-0)

**2) Public Forum:** None

**3) New Business:**

- a. **Update Finance and Investment Policy:** An updated Finance and Investment Policy was presented to the board to accurately reflect current library practices. Angie shared information about the proposed changes which primarily focus on additional investment opportunities and online banking transactions.

On motion by Baker, second by Kennedy the updated Finance and Investment Policy was approved. (9-0)

- b. **Change date of August Board Meeting:** Due to a conflict with the Overdrive conference, Golden asked that the August meeting be switched to Tuesday, August 8. Meeting will still be at Ferdinand at 4:30 PM.

On motion by Grant, second by Shappard, the August board meeting change of date to August 8 was approved. (10-0)

- 4) **Business Manager's Update: Angie Schitter:** Angie provided an review of financials that the board receives every month, what each category and fund of the financials includes, and what to be looking for in terms of spotting any possible irregularities. Board was also provided information about how expenses are coded up and how the repayment of bonds is handled. Angie answered any questions the board had and expressed they should always feel comfortable asking questions about the library's financials.

**Library Updates, Director Golden:**

- a. **Staff Development Day:** Golden shared about the library's most recent staff development day in April. While the day is spent mostly preparing for the summer reading program, the staff also received active shooter training from JPD Officer Jason Knies.

b. **Book Page Online:** The library has added an online subscription to the popular print publication Book Page that provides reviews and insights into current and upcoming books.

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, June 8, 2023, at 4:00 PM.

7) **Adjournment:** On a Motion by Laubscher, second by Kincer, the meeting adjourned. (10-0)

Signed this \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ day of \_\_\_\_\_ June \_\_\_\_\_, 2023

Pamela Catt

Joel Kincer

Stephanie Kincer

Stephen M. Scott

Wendy Stutz

Anna Grant

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ATTEST

Stephanie Kincer  
Secretary