

DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING

Thursday, September 12, 2024 at 4:00 PM

Jasper Public Library Hickory Meeting Room

Present: Steve Scott, Nona Baker, Ann Shappard, Lisa Kincer, Gaylene Laubscher (arrived late), Anna Grant, Kathy Eckerle, Heidi Ehrhard, Marc Steczyk (Attended Remotely), Experience Manager Jordan Schuetter, Business Manager Angie Schitter, Attorney Greg Schnarr, Director Christine Golden **Absent:** Pamela Catt, Abby Kennedy

1. **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.
2. **Consent Agenda:**
 - a. **Minutes:** Minutes from the regular Dubois County Contractual Public Library meeting held on August 15, 2024 were given to the board for review.
 - b. **Financial Reports:** The Treasurer's Report covering August 1, 2024, through August 31, 2024, 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 Shappard, second by Grant, the Consent Agenda was approved. (7-0, Steczyk abstain)

3. **Public Forum:** none
4. **2025 Budget Hearing:** President Scott opened the 2025 Budget Hearing. No comments were made.

On motion by Kincer, second by Shappard, the Budget Hearing was closed. (7-0, Steczyk abstain)

5. **Branch Manager Update-Beth Herzog Schmidt, Jasper:** Beth attended the meeting and shared a recap of the summer reading program with the board, specifically events and happenings at the Jasper Library. It was another busy summer with an average of over 2 programs per day. She shared pictures from events and thanked the staff and volunteers for everything they do to make the summer run smooth despite all of the extra traffic in the building.
6. **New Business:**
 - a. **Internal Controls: Review of Disbursements:** Business Manager Angie Schitter attended the meeting to give a refresher on procedures in place for library disbursements. She detailed processes for payment of invoices, requests for payments and, also, reimbursement procedures for staff expenses.
7. **Library Updates, Director Golden:**
 - a. **DCCPL Audit:** The audit for 2022 and 2023 by the State Board of Accounts has been completed and published. No findings were reported.
 - b. **Outreach:** Staff members were at several events this past month representing the library. All reported successful events and positive feedback from the community.
 - c. **September Library Card Sign Up Month:** During the month of September, as it is every year, a major focus is National Library Card Sign Up Month. Each library has contests to promote new library card signs and celebrate those already using their library cards.

8. **Upcoming conferences/workshops/meetings:** none

9. **Next Regular Meeting:** The next regular Dubois County Contractual Public Library meeting is scheduled to be held in the Jasper Public Library on Thursday, October 10, 2024, at 4:00 PM.

10. **Adjournment:** On a Motion by Laubscher, second by Kincer the meeting adjourned. (8-0, Steczyk abstain)

Signed this _____ 10th _____ day of _____ October _____, 2024

<u>Suzanne Laubscher</u>	<u>Steve Spatt</u>
<u>Ang Shoppard</u>	<u>Heidi Euland</u>
<u>Alyna Grant</u>	<u>Lisa Kincer</u>
<u>Kathy Eckert</u>	
<u>Abby Kennedy</u>	
<u>Pamela Cuth</u>	

ATTEST

Suzanne Laubscher

Secretary