

**DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING**  
**Thursday, September 14, 2023, at 4:00 PM**  
**Jasper Public Library Meeting Room**

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

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 Meeting Room.
2. **Consent Agenda:**
  - a. **Minutes:** Minutes from the regular Dubois County Contractual Public Library meeting held on August 17, 2023, were given to the board for review.
  - b. **Financial Reports:** The Treasurer's Report covering August 1, 2023, through August 31, 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 Grant, second by Steczyk, the Consent Agenda was approved. (10-0)

3. **Public Forum:** None
4. **2024 Budget Hearing:** President Scott opened the 2024 Budget Hearing. No comments were made.

On motion by Shappard, second by Laubscher, the Budget Hearing was closed (10-0)

5. **New Business:**
  - a. **Personnel Policy Updates:** Golden presented proposed changes to the Staff Personnel Policy. Changes include adding language about providing a fragrance-free workplace and security of premises sections were added to the policy.

On motion by Ehrhard, second by Hulsman, the Personnel Policy updates were approved. (10-0)

- b. **By-Laws Review:** The Library Board of Trustees By-Laws were presented for their 3-year review. No changes to the by-laws were proposed.

On motion by Catt, second by Grant, the Board of Trustee By-Laws were approved. (10-0)

- c. **Tuition Reimbursement-Amy Bastien:** Golden presented paperwork for initial approval for Dubois staff member Amy Bastien as she is registered for her first of three classes for library certification.

On motion by Kennedy, second by Grant, the preliminary tuition reimbursement for Amy Bastien was approved. (10-0)

**6. Library Updates, Director Golden:**


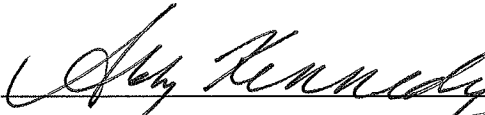

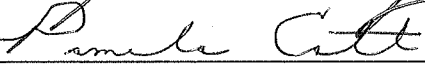

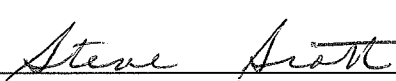


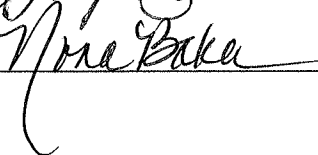
- a. **Database Training:** Jordan Schuetter shared information about Niche Academy, a training tool that the library uses for both patron and staff training.
- b. **Tri-State Food Bank:** AmyJo had another wildly successful food distribution in collaboration with the Tri-State Food Bank.
- c. **Weeding:** Ferdinand has started a large weeding project at the library with hopes to shift some collections to give the children's area a mini-"makeover".
- d. **Anita Retirement Open House:** Library will be hosting an Open House on Wednesday, November 1 from 2-8 PM for Anita at the Dubois Branch. Her last day is November 3.

**7. Upcoming conferences/workshops/meetings:** The next library staff development day will be held at Jasper on Monday, October 9.

**8. Next Regular Meeting:** The next regular Dubois County Contractual Public Library meeting is scheduled to be held at the Jasper Public Library on Thursday, October 12, 2023, at 4:00 PM.

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

Signed this \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_ day of \_\_\_\_\_ October \_\_\_\_\_, 2023

ATTEST  
  
Secretary