

**DUBOIS COUNTY CONTRACTUAL LIBRARY BOARD MEETING**  
**Thursday, January 11, 2024, at 4:00 PM**  
**Jasper Public Library Meeting Room**

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

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 December 14, were given to the board for review.
  - b. **Financial Reports:** The Treasurer's Report covering December 1, 2023, through December 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 Catt, second by Shappard, the Consent Agenda was approved. (8-0)

3. **Public Forum:** None

4. **New Business:**

- a. **Election of 2024 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 Steczyk, the board approved the 2024 Board Officers. (8-0)

- b. **Appropriation Changes:** Golden presented a list of appropriation changes for 2023.

<b>Operating Fund - 100</b>		<b>ADD</b>			
1.14 Wages C-M-T	1,024.00	from	1.12 Salaries of Assitants	(1,024.00)	
2.3 Repair & Maint Supplies	1,239.00	from	2.1 Office Supplies	(1,239.00)	
3.1 Professional Services	178.00	from	3.146 Electronic Databases	(178.00)	
3.7 Dues & Sales Tax	141.00	from	3.6 Repairs & Maintenan	(141.00)	
4.4 Furniture & Equipment	2,873.00	from	4.2 Buildings & Improv	(2,873.00)	
Total	5,455.00			(5,455.00)	
<b>LIRF - 400</b>					
3.1 Professional Services	2,944.00	from	4.4 Furniture & Equipme	(2,944.00)	
4.2 Buildings & Improvemen	6,528.00	from	4.4 Furniture & Equipme	\$ (6,528.00)	
	9,472.00			(9,472.00)	

On motion by Grant, second by Kincer, the board approved the appropriation changes for 2023. (8-0)

- c. **Cancellation of Outstanding Checks:** Golden presented a resolution to cancel any outstanding checks for the library that were older than 2 years old.

On motion by Baker, second by Steczyk, the board approved the Resolution to Cancel Outstanding Checks. (8-0)

- d. **Transfer to Rainy Day Fund:** Golden presented a resolution to transfer \$50,000 from the operating fund to the rainy day fund.

On Motion by Catt, second by Grant, the board approved the \$50,000 transfer to the Rainy Day fund. (8-0)

- e. **2023 Encumbrance:** Golden presented one item to encumber funds for from 2023.

Operating Fund - 100	ENCUMBER
4.4: Furniture & Equipment	4,124.00 Keystone - DBL outdoor table

On Motion by Kincer, second by Ehrhard, the board approved the 2023 Encumbrance in the amount of \$4,124. (8-0)

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

- a. Kanopy is off to a hot start at the libraries. Winter reading is running at all branches. Ferdinand is getting new lighting throughout many parts of the building. Tax assistance will be available at the Ferdinand Library on Mondays February-April. The libraries are all busy preparing Eclipse related programming for February and March at all four buildings. Digital yearbooks for all three high schools have been updated on our website.
- b. Shared an overview of statistics for the libraries that show a dramatic increase in digital downloads by patrons while physical circulation also increased for the library system.

**g. Upcoming conferences/workshops/meetings:** None

- h. **Next Regular Meeting:** The next regular Dubois County Contractual Public Library meeting is scheduled to be held at the Jasper Public Library on Thursday, February 8, 2024, at 4:00 PM

**Adjournment:** On a Motion by Shappard, second by Ehrhard, the meeting adjourned. (8-0)

Signed this \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ day of \_\_\_\_\_ February \_\_\_\_\_, 2024

<u>Nona Baker</u>	<u>Amy Grant</u>
<u>Raylene Baubcker</u>	<u>Kathy Stecker</u>
<u>Lisa Kincer</u>	<u>Steve Smith</u>
<u>Mark J...</u>	
<u>Jeff Kennedy</u>	
<u>Heidi Ehrhard</u>	

ATTEST

Raylene Baubcker  
Secretary

**JASPER PUBLIC LIBRARY/DUBOIS COUNTY CONTRACTUAL LIBRARY  
JOINT ANNUAL FINANCE MEETING  
Thursday, January 11, 2024 at 4:00 PM  
Jasper Public Library Meeting Room**

**Present:** Pamela Catt, Heidi Ehrhard, Steve Scott, Ann Shappard, Nona Baker, Lisa Kincer, Marc Steczyk, Anna Grant, Business Manager Angie Schitter, Director Christine Golden, and Attorney Greg Schnarr **Absent:** Abby Kennedy, Gaylene Laubscher

**1. Call to order:** Finance Committee President Kincer called the joint meeting of the financial committee of the DCCPL/JPL boards to order at 4:15 PM.

**2. Election of 2024 Officers:**

President- Lisa Kincer

Secretary- Nona Baker

On a motion by Kincer, second by Baker, the board approved the motion for the above slate of officers for 2024. (8-0)

**3. Financial Opportunities and Investments:**

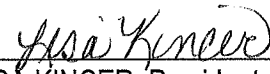
**a. Library Funds:** Schitter discussed how library reserve funds are currently invested. She discussed interest earned from TrustIndiana and local bank accounts.

**4. Internal Controls:** Board members heard from Schitter that all necessary Internal Controls training for staff has been completed for the year.


On a motion by Scott, second by Ehrhard, the board approved the motion that all staff have completed Internal Controls training. (8-0)

**5. Adjournment:** On a motion by Scott, second by Ehrhard, the finance meeting was adjourned. (8-0)

SIGNED

  
\_\_\_\_\_  
LISA KINCER, President

ATTEST

  
\_\_\_\_\_  
NONA BAKER, Secretary