

DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING

Thursday, December 11, 2025 at 4:00 PM

Jasper Public Library Meeting Room

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

1. **Call to Order:** President Scott called the regular Dubois County Contractual Public Library meeting to order at 4:00 PM in the Jasper Public Library Meeting Room.
2. **Consent Agenda:**
 - a. **Minutes:** Minutes from the regular Dubois County Contractual Public Library meeting held on November 13, 2025, given to the board for review.
 - b. **Financial Reports:** The Treasurer's Report covering November 1, 2025, through November 30, 2025, 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 Eckerle, the Consent Agenda was approved. (8-0)

3. Public Forum: none

4. New Business:

- a. **2026 Salary Resolution:** The 2026 Salary Resolution includes a 6% pay raise for all DCCPL employees and step increases for those who have moved on to the next five year step.

On motion by Baker, second by Kincer, the board approved the 2026 Salary Resolution. (8-0)

- b. **2026 Stipend Resolution:** A benefit for all full-time employees, that is dispersed equally over all 26 pay periods was presented for approval. The stipend for 2026 is set at \$3250 for each 40 hour per week full-time employee and \$2,600 for each 32 hour per week full-time employee.

On motion by Ehrhard, second by Shappard, the board approved the 2026 Stipend Resolution. (8-0)

- c. **Updated Purchasing Policy:** Golden presented an updated purchasing policy. The changes reflect an increased purchase limit for the director with board approval due to increased costs of many items the library purchases now.

On motion by Kincer, second by Grant, the Updated Purchasing Policy was approved. (8-0)

- d. **Server Quotes:** Golden presented quotes for 3 different options for a new server for the library. The low quote of a new Scale server for \$66,794.17. The cost will be split between the libraries and will be installed in the first part of 2026.

On motion by Eckerle, second by Grant, the closing for migration and training was approved. (8-0)

- e. **Rainy Day Resolution:** Golden presented a resolution to move \$75,000 into the Rainy Day Fund from the Operating Fund.

On Motion by Ehrhard, second by Catt, the Rainy Day Resolution was approved. (8-0)

- f. **Appropriation Changes:** Golden presented a list of appropriation changes for 2025.

Operating Fund - 100		ADD				
3.5	Utilities	2,504.00	from	3.8	Transfer to LIRF	(2,504.00)
3.6	Repair & Maint	196.00	from	3.8	Transfer to LIRF	(196.00)
4.4	Furniture & Fixtures	28,000.00	from	4.5	Books	(28,000.00)
	Total	30,700.00				(30,700.00)

On Motion by Grant, second by Shappard, the board approved the 2025 appropriation changes. (8-0)

- g. **Encumbrances:** Golden presented a list of encumbrances for 2025. There is only one encumbrance and that is to pay for the server project mentioned above. The work will not be completed until 2026 but funds are available from 2025 to use for the project.

Fund 100

4.4 Matrix server contract 33,398.00

On Motion by Kincer, second by Eckerle the board approved the 2025 encumbrance. (8-0)

- h. **Cancellation of Outstanding Checks:** Golden presented a resolution to cancel two outstanding checks that have been outstanding for over two years.

On Motion by Baker, second by Shappard, the board approved the Cancellation of Outstanding Checks Resolution (8-0)

- i. **Tuition Reimbursement Request-Amy Bastien:** Golden presented a tuition reimbursement request for Amy Bastien to be reimbursed for her completed class in the amount of \$470.

On Motion by Grant, second by Ehrhard, the board approved the Tuition Reimbursement for Amy Bastien in the amount of \$470. (8-0)

5. Library Updates, Director Golden:

- Management Workshop:** Shared that all six managers have now attended the Indiana Chamber of Commerce Management Workshop in Indianapolis. Golden stated there were really great takeaways to assist with increased management skills for all attendees.
- Migration:** Golden reminded the board that the library would be closed two days next week for the migration to Atrium. Golden is confident a good plan is in place and thanked all that have been involved with the countless hours of preparation for the migration.

6. Upcoming conferences/workshops/meetings: none

7. **Next Regular Meeting:** The next regular Dubois County Contractual Public Library meeting is scheduled to be held at the Jasper Public Library on Thursday, January 8, 2026, at 4:00 PM.

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

Signed this _____ 8th _____ day of _____ January _____, 2026

<u>1. Kay Kennedy</u>	<u>Kathy Richey</u>
<u>Myra Sauter</u>	<u>Heidi Ehrhard</u>
<u>Doreen Cuth</u>	<u>Steve Scott</u>
<u>Lisa Kincaid</u>	
<u>Anna Grant</u>	
<u>Angie Shafford</u>	

ATTEST

Myra Sauter
Secretary

2026 STIPEND AUTHORIZATION
DUBOIS COUNTY CONTRACTUAL LIBRARY

Each employee who is employed by the Library and is compensated for at least thirty-two (32) hours per week, shall receive a gross stipend payment, before withholdings, on each regular payment date of 2026, provided the employee is still in the employment of the Library on the payment date and regardless of the reason for such prior separation from employment including termination with or without cause.

The amount of each gross stipend payment before withholdings shall be equal to:

\$125 for a 40 hour per week full-time employee

\$100 for a 32 hour per week full-time employee

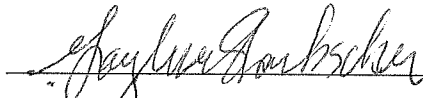
The Board does not intend and does not create, by authorization of this stipend, a guarantee that the stipend will be paid on the payment dates or that the stipend authorization will not otherwise be modified or eliminated at the complete discretion of the Library Board prior to the payment date. Further, the Board, by approval of this authorization, does not intend to suggest that a stipend will be available for 2027 or later years. Any such future stipend will be based upon an independent determination and approval of a subsequent authorization by the Library Board, as it exists at that time.

Approved and Adopted by the Dubois Co Contractual Library Board this 11th day of December, 2025.



Steve Scott, President

ATTEST:



Gaylene Laubscher, Secretary

Resolution to Transfer Funds to the Rainy Day Fund

Dubois County Contractual Public Library

WHEREAS, the Board of Trustees of the Dubois County Contractual Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance as of December 31, 2025; therefore,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Dubois Contractual Public Library do hereby transfer \$75,000 from the Operating Fund to the Rainy Day Fund for the purpose(s) of future needs. This fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the Dubois County Contractual Public Library at its regular meeting held on the 11th day of December, 2025, at which a quorum was present.



Steve Scott, President

ATTEST:



Gaylene Laubscher, Secretary

Resolution for Cancellation of Old Outstanding Checks

WHEREAS, the Board of the Dubois County Contractual Library finds according to IC 5-11-10.5 that checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

WHEREAS, the treasurer shall prepare on or before March 1 a list of in duplicate of all checks outstanding for two years or more as of December 31 preceding. The original copy of each list shall be filed with the board of finance. The duplicate copy shall be filed by the disbursing officer of the library.

WHEREAS, the treasurer shall enter the amounts so listed as receipt to the fund or funds upon which they were originally drawn and remove the checks from the list of outstanding checks.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Dubois County Contractual Library do hereby cancel the outstanding warrants listed here.

Warrant Number	Date	Vendor	Fund	Amount
16423	11/09/23	Darsey Vonderheide	226	\$ 40.00
16431	11/09/23	Jenna Bieker Jones	226	\$ 25.00

DULY ADOPTED by the Board of Trustees of the Dubois County Contractual Library at its regular meeting held on the 11th day of December, 2025, at which meeting a quorum was present.

AYE

NAY

ATTEST:

Secretary

Dubois County Contractual Library Salary Resolution, FY 2026

Whereas the Dubois County Contractual Library Board of Trustees wishes to compensate staff;

And whereas the Board has approved a 6% increase salary for all staff and step (longevity) increases as noted for some staff;

Whereas the board wishes to compensate via benefits, overtime, and leave benefits per library personnel policy;

Therefore the Dubois County Contractual Library Board of Trustees resolves to establish the following salaries for fiscal year 2026 and to begin with the first pay date of 2026:

Staff	Status	Class	Hourly	Annual	Bi-weekly	Stipend
TJ	FT-40	LAIV-Step 9	\$26.74	\$55,628	\$2,140	\$3,250
JK	FT-40	LAI-Step 2	\$16.26	\$33,822	\$1,301	\$3,250
LC**	PT-28	LAI-Step 3	\$15.01	\$21,857	\$841	
AS**	PT-20	LAI-Step 2	\$13.23	\$13,764	\$529	
MM	PT-18	LAI-Step 1	\$12.73	\$11,918	\$458	
KK	PT-18	LAI-Step 2	\$14.06	\$13,156	\$506	
JD	PT-28	LAI-Step 1	\$13.78	\$20,064	\$772	
JW	PT-16	Page-Step 1	\$11.02	\$9,172	\$353	
SB	PT-8	Page-Step1	\$11.02	\$4,586	\$176	
AW	PT-8	Page-Step1	\$11.02	\$4,586	\$176	
JC	PT-20	Cust-Step 1	\$13.50	\$14,040	\$540	
AB	FT-40	LAIV-Step 1	\$20.84	\$43,338	\$1,667	\$3,250
ESL***	FT-32	LAI-Step 2	\$16.10	\$26,792	\$1,030	\$2,600
GE	PT-22	LAI-Step 1	\$12.73	\$14,564	\$560	
HW	PT-22	LAI-Step 1	\$12.73	\$14,566	\$560	
BW**	PT-24	LAI-Step 2	\$12.99	\$16,208	\$623	
ZC	PT-16	Page-Step 1	\$11.02	\$9,172	\$353	
BM	PT-6	Asst Page-Step 2	\$11.83	\$3,691	\$142	
MKM**	PT-12	Cust-Step 2	\$13.53	\$8,441	\$325	
KH	PT-16	LAI-Step 1	\$15.00	\$12,480	\$480	
NEW	PT-7	LAI - Step 1	\$12.73	\$4,635	\$178	
NEW	PT-3	Cust-Step 1	\$12.50	\$1,950	\$75	
JB	As needed	Maintenance	\$21.08	\$21,927	\$843	
Substitutes	As needed		\$11.45	\$7,000		

Stipend for full time staff only

Step increases:

***An additional 3% (certified staff) –
Library Assistant--ESL

**An additional 2% (non-certified staff)
Library Assistant—LC, AS, BW, MKM

Adopted this 11th day of December, 2025 at a library board meeting in which a quorum was present.

AYE

Andy Keanealy
Angela Farkner
Daniel C. Pitt
Joan Kinder
Anna Grant
Ar. Shapard
Kathy Becker
Heidi Enghart
Steve Scott

NAY

ATTEST:

Angela Farkner
Secretary