

DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING

Thursday, January 9, 2025 at 4:00 PM

Jasper Public Library Hickory Meeting Room

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

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 December 12, 2024 were given to the board for review.
 - b. **Financial Reports:** The Treasurer's Report covering December 1, 2024, through December 30, 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 Laubscher, second by Ehrhard, the Consent Agenda was approved. (8-0)

3. **Public Forum:** none

4. **New Business:**

- a. **Election of 2025 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 Kincer, the board approved the 2025 Board Officers. (9-0)

- b. **Appropriation Changes:** Golden presented a list of appropriation changes for 2024.

Operating Fund - 100		ADD				
1.14	Wages C-M-T	421.16	from	1.12	Salaries of Assitants	(421.16)
2.3	Repair & Maint Supplies	705.45	from	2.1	Office Supplies	(705.45)
	Total	1,126.61				(1,126.61)
LIRF - 400						
3.1	Professsional Services	7,242.63	from	4.4	Furniture & Equipment	(7,242.63)
4.2	Buildings & Improvements	22,327.32	from	4.4	Furniture & Equipment	\$ (22,327.32)
	Total	29,569.95				(29,569.95)

On motion by Ehrhard, second by Baker, the board approved the appropriation changes for 2024. (9-0)

- c. **Transfer to Rainy Day Fund:** Golden presented a resolution to transfer \$75,000 from the operating fund to the Rainy Day fund.

On Motion by Grant, second by Kincer, the board approved the \$75,000 transfer to the Rainy Day fund. (9-0)

- d. Golden presented the e-Rate funding project to the library board members. This project would include funding to replace several items for the library system. This includes wireless access points, firewalls, UPS, routers and switches that are all at, or approaching, end of life. Using the e-Rate process allows the library to receive funding from the USAC Erate program to discount the cost by up to 70% for eligible items. 6 bids were received for the project. Using the rubric scoring, the accepted bid was from Network Solutions in the amount of \$ 233,594.32. The project will then go to USA for approval with an ideal timeline of late spring for installation. Jasper and Contractual libraries will split cost for project.

On Motion by Grant, second by Eckerle, the board approved the proposal from Network Solutions for project #250002951 (9-0)

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

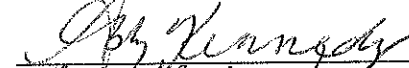
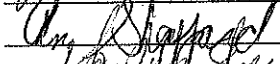
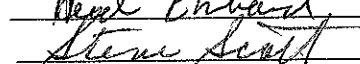
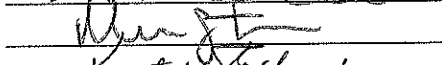
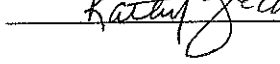
- a. **Ferdinand Youth Programmer-**Golden has interviewed two candidates for the open youth programmer position at Ferdinand. Both candidates showed great potential and an offer has been made to one candidate as of yesterday. Golden hopes to have the new employee started within the next month.
- b. **Legislative Season:** Golden gave a quick recap of legislation that could possibly impact the library.
- c. **Weather:** The first part of January was hampered by the ice/snow that hit after New Years. Golden thanked all of the staff and hired maintenance who assisted in removal to get the libraries back open as quickly as possible.

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

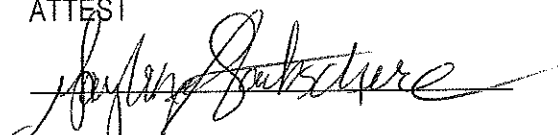
7. **Next Regular Meeting:** The next regular Dubois County Contractual Public Library meeting is scheduled to be held in the Jasper Public Library on Thursday, February 13, 2025, at 4:00 PM.

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

Signed this _____ 13th _____ day of _____ February _____, 2025

ATTEST


Secretary

**JASPER PUBLIC LIBRARY/DUBOIS COUNTY CONTRACTUAL LIBRARY
JOINT ANNUAL FINANCE MEETING
Thursday, January 9, 2025 at 4:00 PM
Jasper Public Library Meeting Room**

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

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 2025 Officers:

President- Lisa Kincer

Secretary- Nona Baker

On a motion by Kincer, second by Baker, the board approved motion for the above slate of officers for 2025. (9-0)

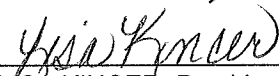
3. Financial Opportunities and Investments:

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.

5. Adjournment: On a motion by Ehrhard, second by Shappard, the finance meeting was adjourned. (9-0)

SIGNED



LISA KINCER, President

ATTEST



NONA BAKER, Secretary