**DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING**
**Thursday, July 9, 2026, at 4:30 PM**
**Jasper Ferdinand Branch Library Programming Room**

**Present:** Heidi Ehrhard, Pamela Catt, Anna Grant, Gaylene Laubscher, Lisa Kincer, Nona Baker, Kathy Eckerle (virtual), Ann Shappard (virtual), Amy Rasche (arrived late) Branch Manager Trina James, Director Christine Golden, **Absent:** Steve Scott, Lisa Kincer

1. **Call to Order:** Vice President Ehrhard called the regular Dubois County Contractual Public Library meeting to order at 4:30 PM in the Ferdinand Branch Library Programming Room.

2. **Consent Agenda:**
    a. **Minutes**: Minutes from the regular Dubois County Contractual Public Library meeting held on June 11, 2026 was given to the board for review.
    b. **Financial Reports:** The Treasurer's Report covering June 1, 2026, through June 30, 2026, 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 and Dubois Branch Managers' reports were included in the board packets for review.

On motion by Laubscher, second by Catt, the Consent Agenda was approved. (6-0)

3. **Public Forum:** none

4. **Ferdinand Branch Library Update:** Trina James, Branch Manager, stopped by the meeting to share updates on the Ferdinand Branch Library. They have had a very busy year with trying several new programs, including more collaborative programming with others in the community. Trina reported that all of the benches at the Ferdinand Branch have recently been powder-coated and look brand new again. It has also been a very busy summer with programming and she thanked the staff and Friends Group for all their continued work to make the library a wonderful community asset.

5. **New Business:**
    a. **Personnel Policy Updates** Golden shared with updates to the personnel policy, which she likes to update at least every other year. Updates were made to the worker's compensation section, holiday closure schedule for holidays that fall on a weekend and also added a section about the recent additional of telemedicine services for staff.

On motion by Grant, second by Baker, the updated personnel policy was approved. (7-0)

    b. **Internal Controls Updates:** Golden presented updates which included requested language from our banking partner, German American Bank to clearly define process for ACH payments. A section on timesheets was also updated to show that Birdseye library staff is now able to use our timeclock system instead of paper time sheets after the networking upgrades last year.

On motion by Steczyk, second by Grant, the updated Internal Controls Policy was approved. (7-0)

6. **Library Updates, Director Golden:**
    a. **Budget Timeline:** Golden shared that budget discussion will be at the August board meeting with the hearing in September and adoption to follow in October.

b. **Summer Reading 2026**: Summer Reading currently has over 1200 completions and is on track to be another increase from last year's completion numbers. Dubois, for example, also saw a 33% percent increase in door traffic from previous Junes.

7. **Upcoming conferences/workshops/meetings:** Libraries will be closed on Friday, August 7 for a staff development day.

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, August 13, 2026, at 4:00 PM.

9. **Adjournment:** On a Motion by Laubscher, second by Catt, the meeting adjourned. (7-0)

Signed this 13th day of August, 2026

Stephen M. Scott
Heyde Ehrhard
Kathy Eckerle
Jaylea Laubscher
Tina Bafus
Meg Sheppard
Anna Grant
Lisa Kincer

ATTEST
Jaylea Laubscher
Secretary