

DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING

Thursday, November 14, 2024 at 4:00 PM

Jasper Public Library Hickory Meeting Room

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

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 October 10, 2024 were given to the board for review.
 - b. **Financial Reports:** The Treasurer's Report covering October 1, 2024, through October 31, 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 Ehrhard, second by Kennedy, the Consent Agenda was approved. (9-0)

3. **Public Forum:** none

4. **New Business:**
 - a. **2025 Holiday Schedule:** Holiday schedule was presented to the board for approval.

On motion by Catt, second by Kincer, the board approved the 2025 Holiday Schedule. (9-0)

- b. **2025 Board Meeting Schedule:** The 2025 Board Meeting schedule was presented to the board for approval. Board meetings will continue to be held on the 2nd Thursday of the month starting at 4:00 PM.

On motion by Steczyk, second by Shappard, the 2025 Board Meeting Schedule was approved. (9-0)

- c. **2025 Contract to Furnish Services:** Annual Contract to Furnish Services between the Contractual and Jasper Libraries was presented to the board. Contract amount budgeted for 2025 is \$187,000 paid in two installments in January and July of each year.

On motion by Grant, second by Ehrhard, the 2025 Contract to Furnish Services was approved. (10-0)

- d. **Employee Year End Bonus Resolution:** Board discussed options for a year-end bonus for all employees as funds were still available in the annual appropriation. After options were considered, the board decided upon a one-time \$400 bonus to be paid on the December 13, 2024, pay checks.

On Motion by Steczyk, second by Shappard, the board approved the \$400 year-end bonus for all employees. (10-0)

- e. **Updated Salary Resolution:** Golden provided a list of personnel changes since the last salary resolution update for approval

Contractual		Start Date	Hr Wage
Sabrina Yerger	PT - 18 hr/wk	4/30/24	11.55
Janice Weyer	PT - 16 hr/wk	2/20/24	10.00
Beth Kippenbrock	PT - 8 hr/wk	8/6/24	10.00
Kirsten Neukam	PT - 18 hr/wk	10/15/24	11.55
Grayce Carr	PT - 14 hr/wk	8/13/24	10.00
Gabriella Eck	PT - 22 hr/wk	10/7/2024	11.55

On motion by Laubscher, second by Kincer, the 2024 Salary Resolution Updates were approved. (10-0)

- f. **Personnel Policy Updates:** Golden presented proposed updates and revisions to the Personnel Policy Handbook for library staff. Additional sections on safety and security were added along with several other revisions. Golden reviewed proposed changes with board as the policy is typically revisited once each calendar year.

On motion by Catt, second by Kennedy, the Personnel Policy Updates were approved. (10-0)

5. Library Updates, Director Golden:

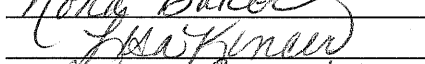
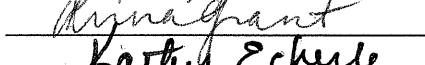
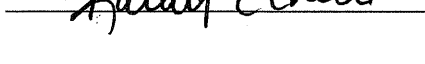
- a. **Ferdinand Youth Programmer:** Jenna Santos will be leaving the library in January so Golden will be advertising the opening in December so that hopefully the new hire can train with Jenna for a few weeks before she leaves.
- b. **Silly Safaris:** Silly Safaris Reindeer Reserve will be at the Ferdinand and Dubois Libraries on November 16.

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, December 12, 2024, at 4:00 PM.

8. **Adjournment:** On a Motion by Ehrhard, second by Grant, the meeting adjourned. (10-0)

Signed this _____ 12th _____ day of _____ December _____, 2024

ATTEST


Secretary