DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY BOARD MEETING
Thursday, November 13, 2025 at 4:00 PM
Jasper Public Library Meeting Room

Present: Steve Scott, Anna Grant, Ann Shappard, Nona Baker, Lisa Kincer, Kathy Eckerle, Director Christine Golden, Experience Manager Jordan Schuetter, Business Manager Angie Schitter **Absent:** Pamela Catt, Heidi Ehrhard, 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 October 9, 2025, given to the board for review.
   b. **Financial Reports:** The Treasurer's Report covering October 1, 2025, through October 31, 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 Shappard, the Consent Agenda was approved. (6-0)

3. **Public Forum:** none

4. **New Business:**
   a. **2026 Holiday Schedule**: Holiday schedule was presented to the board for approval.

On motion by Eckerle, second by Baker, the board approved the 2026 Holiday Schedule. (6-0)

   b. **2026 Board Meeting Schedule:** The 2026 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 Grant, second by Kincer, the 2026 Board Meeting Schedule was approved. (6-0)

   c. **2026 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 $235,000 paid in two installments in January and July of each year.

On motion by Eckerle, second by Kincer, the 2026 Contract to Furnish Services was approved. (6-0)

   d. **Closing December 17-18 for Atriuum Migration/Training:** Golden asked for permission to close the libraries on December 17th and 18th. These two days will be used to migrate the library catalog and circulation system to Atriuum. Atriuum staff will be on hand each day to train staff on the system as well. The libraries will reopen on December 19th.

On motion by Shappard, second by Grant, the closing for migration and training was approved. (6-0)

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

Contractual		Start Date	Hr Wage	Replaced
Zoey Carr	PT - 16 hr/wk	8/11/25	10.40	DBL - Grayce Carr
Kimberly Henzel	PT - 16 hr/wk	9/26/25	12.01	BBL - Amy Jo Lytle

On motion by Grant, second by Baker, the 2025 Salary Resolution Updates were approved. (6-0)

f. **Disaster Recovery Policy Update:** An updated Disaster Recovery Plan was presented to the board for approval. The only major change was point of contacts in the event of a cyber-related incident now that the library is using Matrix as the IT Managed Service Provider.

On Motion by Kincer, second by Eckerle, the board approved the updates the Disaster Recovery Plan. (6-0)

g. **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 12, 2025, pay checks.

On Motion by Kincer, second by Grant, the board approved the $400 year-end bonus for all employees. (6-0)

h. **Birdseye Closing Time:** Golden asked that the board consider changing the closing time for the Birdseye Branch from 7:00 PM to 6:00 PM on Tuesdays and Thursdays. The traffic the last few months has been light to non-existent during this last hour. Golden would like to try this out for the next several months to see if there is a stated need or request to go back to 7:00 PM closure. The hours will now be 2:00-6:00 PM on Tuesday and Thursday. Saturday hours remain the same.

On Motion by Shappard, second by Eckerle, the board approved changing the Birdseye closing time to 6:00 PM on Tuesdays and Thursdays. (6-0)

5. **Library Updates, Director Golden:**
   a. **Book Ordering:** Golden thanked the staff for their hard work and quick pivot to a new ordering system for books to take the place of the now closed Baker and Taylor.
   b. **Phone Project:** The new phone system was installed on October 13 and all is working well.
   c. **Baker and Taylor:** Golden shared an update about Baker and Taylor and their closure. This was the library's primary book vendor, since the existence of the library. It is a big change for staff but Beth has already got us set up with our new vendor Ingram. Hopefully patrons will not see too much of a delay of new materials.

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, December 11, 2025, at 4:00 PM.

8. **Adjournment:** On a Motion by Baker, second by Kincer, the meeting adjourned. (6-0)

Signed this 11th day of December, 2025

ATTEST

Secretary

CONTRACT TO FURNISH LIBRARY SERVICES-2026

This agreement made and entered into as of the 13th day of November, 2025, by and between Dubois County Contractual Library Board, Dubois County, Indiana, hereinafter called party of the First Part, and the Jasper Public Library Board, Jasper, Indiana, hereinafter called Party of the Second Part;

WITNESSETH:

1. The Party of the First Part hereby agrees to pay to the Party of the Second Part the sum of $95,000.00 or such renewal sum as the parties hereto may agree from time to time, which said payment to be for library services rendered by the Jasper Public Library for service to the county or counties and residents residing outside the limits of the city of Jasper and the Township of Bainbridge, Dubois County, Indiana.

2. The Party of the First Part hereby agrees to pay the Party of the Second Part the sum of $140,000 or such renewal sum as the parties hereto may agree from time to time, which said payment to be for administrative, accounting, and technology management services rendered by the Director, Business Manager, Experience Manager, and Cataloging/Collection Development Department of the Jasper Public Library.

3. The Party of the Second Part hereby agrees to furnish reasonable library service to the residents of Dubois County, residing outside the aforementioned town and township, without any special charge therefore other than the previous amount reached by mutual agreement.

4. The term of this contract is to be from January 1, 2026 to December 31, 2026, both dates inclusive, and said contract may be renewed from year to year thereafter by mutual agreement of the parties.

IN WITNESS WHEREOF, the Dubois County Contractual Library Board, Dubois County, Indiana, as Party of the First Part, and the Jasper Public Library Board, Jasper, Indiana, as Party of the Second Part, have hereunto set their hands and seals the date first above mentioned.

DUBOIS COUNTY CONTRACTUAL
LIBRARY BOARD
Party of the First Part

Steve Scott
President

JASPER PUBLIC
LIBRARY BOARD
Party of the Second Part

Pamela Catt
President