The Library Board of Trustees Meeting of the Shelby County Public Library was called to order at 6:34 pm by Gina Bishop.

**Present**
- Gina Bishop, President
- Brian Brammer, Treasure
- Bambi Garrison, Vice President
- Justin Stenger, Member
- Debra Tracy, Secretary
- Gayle Wiley, Member

**Non-Voting Members Present**
- Brandy Graves, Library Staff
- Janet Wallace, Library Director
- Anna Tungate, Addison Times

**Not Present**
- Janet Compton

**Budget Hearing**
Open the public meeting for Budget at 6:34 pm. Close at 6:35 pm.

**August Minutes Approval**
Under New Business, B, it says “Heating and Hair” – change to “Heating and Air”
- Motion – Brian Brammer, with correction
- 2nd – Debra Tracy
- All Approved

**Treasurer’s Report Approval**
- Motion – Bambi Garrison
- 2nd – Justin Stenger
- All Approved

**Check Register Approval**
- Motion – Gayle Wiley
- 2nd – Debra Tracy
- All Approved
**Librarian’s Report**

A. Heating and air update – Guy from Leech and Russell came. He mapped where everything was and how everything is connected. Filters have been changed. There is a part on order to completely fix the system. For now, the main meeting room is off in order to keep the Youth Services working well.

B. Auditor from State Board of Accounts is close to being done.

C. Rummage sale did well; we made approximately $800. A portion of that went to The Friends.

D. The Library has been awarded through Runnebohm – The Excellence in Construction Award. The award ceremony is September 29 in Indianapolis. Cocktail hour is at 5 pm and ceremony is at 7:15 pm. (Gayle will attend with Janet.)

E. We hired Milla James in Youth Services to work part time to make up some hours from Lisa Jones cutting her hours.

**Correspondence**

A. None

**Old Business**

A. Brandy created a Google Drive for documents.
   a. What does the Board want on the drive?
      i. By-Laws
      ii. Long Range Plans
      iii. Minutes
      iv. Monthly reports etc that are sent out before the meeting
   
B. Open House Sept 9
   a. 5 pm – 8 pm
   b. Tours throughout the evening
   c. 5 pm – Dulcimer inside
   d. Bourbon and Brews will be here at 5 pm
   e. Food truck will be here at 5:30 pm
   f. On the stage Mike Atkinson and others will be on the stage at 6 pm
   g. Shelby County Reads will kick off and have books for sale
   h. Basket will be raffled off
   i. Painted photos to be bought for a donation
   j. Justin is going to do opening remarks for the Library

**Policy Reviews**

A. Disaster Plan
   a. Table of Contents need updated
   b. General Procedures, pg 3, halfway down
      i. Change “is it” to “it is”
   c. On page 4, under Emergency Numbers
      i. Change “none emergency” to “non-emergency”
d. Gas company should be updated from Vectren to Center Point

e. Water Company – just one Indiana and it is Indiana American Water Company

f. Under Reports – Incident Report – change the word “forms” to “form”

g. Page 7 – Bomb Threats
   i. Bullet point what to do
   ii. Do not use cell phone or activate fire alarm while in the building
   iii. Call police once outside the building

h. Earthquake
   i. Should evacuate once the shaking is over in case the building is not stable
   i. Name elevators – West (Side) Elevator; North (Front) Elevator

j. Gap by Theft/Robbery - fix

Motion – None – tabled for next meeting

**New Business**

A. November Board Meeting
   a. Would the Board be interested in having the November Board Meeting at the Morristown Branch?
      i. November 3rd – meeting at Morristown Branch

B. Bill for Morristown of $50 for book purchase by Phil Talbert
   a. Need approval to pay it
      Motion – Debra Tracy
      2nd – Justin Stenger
      All Approve

C. We have money in our LIRF that we haven’t spent yet. We want to get new chairs to match the tables in adult services. It will be $9,000 for all the chairs. We would also like to get a new wooden bookcase that fits better in the Carnegie area. Total cost for all (chairs and bookcase) is $15,431.64. There is $46,000 in LIRF. (LIRF must be used by end of year.) We received a partial grant for $1500 and were able to purchase a laptop. Would like authorization to purchase a second laptop for Morristown that the grant did not cover.
   a. Move for approval to purchase the chairs, bookcase, and laptop from the LIRF.
      Motion – Gayle Wiley
      2nd – Brian Brammer
      All Approve

**Meeting Adjourned**

Meeting Adjourned: 7:36 pm
Next Meeting
October 6, 2022 @ 6:30 pm

Minutes Approved

_____________________________________   __________________
Secretary        Date