



Carnegie Public Library of Steuben County
Board of Trustees
Minutes of the June 9, 2025, Meeting

President Gentry called the meeting to order at 4:00 p.m. Board members in attendance were Haley Billow, Laurie Gentry, Travis Heavin, Jeanine Samuelson, and Bert Schulz. Also attending was Director Sonya Dorris.

The Library board briefly reviewed the results of the director evaluation survey.

Minutes of Previous Meeting

Jeanine Samuelson offered, and Travis Heavin seconded, a motion to approve the minutes from the May meeting. The motion carried.

Appropriations and Financial Reports

Sonya Dorris presented the May appropriation and financial reports (copies attached).

Budget Status: Monthly spending reduced to \$61,148. Lower expenses compared to previous month. The staff suspended ordering materials but has resumed with lower expected expenditures. We will re-evaluate after the summer budget-planning season. Following a discussion, Travis Heavin moved to accept the reports, with Jeanine Samuelson seconding the motion, which was approved.

Old Business

- A. After a motion by Travis Heavin and a second by Bert Schulz, the board approved the final revised version of the Library Bylaws. The final version added three reasons for holding executive sessions that were passed in the most recent legislative session.
- B. The Board discussed a resolution to codify day-to-day financial duties of the executive director and staff. Haley Billow moved to approve the resolution, Travis Heavin offered a second, and the resolution was passed.
- C. Sonya Dorris presented a resolution to designate a new financial institution, First Federal Savings Bank of Angola. After some discussion, Travis Heavin moved, and Bert Schulz seconded, and the resolution was approved.

New Business

- A. Due a staff member offering a voluntary salary reduction of \$2.00 an hour, the board discussed adding \$1.00 an hour to each Jessica Boyd and Isabel Newcom. With staff reductions and medical leaves, Jessica has accepted new responsibilities previously done by the administrative assistant including assisting with internal controls and checking in materials and supplies. She has also been preparing transits for pickup most days of the week. Isabel has also taken on new responsibilities in the Children's department, planning and conducting programs, and preparing marketing materials. Jeanine Samuelson moved to make the adjustment to the salary schedule, Haley Billow seconded the motion, and the motion was approved, effective for the current pay period which started 6/8/25.

Director's Report

Our Info Express renewal has arrived: unsubsidized cost is \$8,170, our subsidized cost is \$7,350 for 5-days-a-week pickup and delivery.

Last week was the first week of Summer Reading Program and it was wild. The children's department recorded over 900 people in the department over the week. Stevens Chiropractic picked up several of the grand prizes that we had put on an Amazon wish list. Several restaurants have donated coupons for free food, etc.

Maureen is back to work this week. But she and her husband will be moving back to the Chicago area later this year. At this point we are planning to absorb her hours among current staff.

With the coming changes to Local Income Taxes, I'm going to start attending the County Council meetings, both to see what issues they are dealing with and to become a familiar face to them

The LSC directors met last Friday. Our advocacy committee has concluded that our group needs to focus more on local government officials, and less on state legislators. We will still have our annual luncheon with state legislators, but local officials will be crucial once the SB1 changes come into effect.

I'll be attending the ILF budget workshop on July 11 in Anderson. The ILF budget task force puts it on. The advice at this point is to make sure we get our full tax levy for 2026 and 2027 because there will be a freeze after that. But doing that is tricky because some of the changes from SB1 go into effect immediately. There will be changes to assessed values and tax caps that are hard to predict since they will be different based on each county's tax base.

Haley Billow moved to accept the report, Jeanine Samuelson offered and second, and the motion passed.

Jeanine Samuelson moved to adjourn the meeting with Bert Schulz offering a second, the motion carried.