



Carnegie Public Library of Steuben County
Board of Trustees
Minutes of the Dec. 8, 2025, Meeting

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

Minutes of Previous Meeting

Bert Schulz offered, Jeanine Samuelson seconded, a motion to approve the minutes from the November meeting. The motion carried.

Appropriations and Financial Reports

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

Budget Status: Monthly spending was \$68,490. Following a discussion, Travis Heavin moved to accept the reports, with Bert Schulz seconding the motion, which was approved.

Old Business

- A. The Patron Code of Conduct has been updated in regard to consumption of food and beverages in the library. The main change is to require meals to be eaten in a meeting room or in the lounge area in the basement. Haley Billow moved to accept the updated policy, Gay Kirkton seconded, and the motion was approved. (Attached)
- B. New language was added to the Personnel Policy regarding premium payments for supplemental insurance policies. Travis Heavin moved to approve the update, Sue Shollenberger seconded the motion, and it was approved. (Attached)

New Business

- A. Director Dorris presented a resolution to reduce the 2025 LIRF appropriation by \$59,568.88 since we did not spend it. Haley Billow moved to approve the resolution, Gay Kirkton seconded the motion, and the resolution was approved.
- B. Director Dorris presented a spreadsheet with options for 2026 salaries. After some discussion, the matter was tabled.

Director's Report

The payroll module from AVC has been installed and I have run a practice payroll to make sure all our taxes and deductions are set up correctly. It's ready for the first payroll of 2026.

The printer in Tech Services passed quietly away after 16 years of service. I moved a decommissioned copier/printer upstairs to replace it.

Dave has filled the parking lot potholes.

The Herald-Republican did a lovely article about the 110-year anniversary of the library.

I met with Lee Greenamyre with Steuben Co. Emergency Management. The library will continue to be a warming and cooling center. We discussed best practices for our severe weather policies and how the library might be used as a storm shelter.

Evergreen Indiana was down over the weekend for an upgrade. We'll have a little downtime in January as the State Library moves the EI servers to a different data center.

I attended the AVC user group meeting this week. They rolled out some new features. There was a good discussion of year-end processes and pulling data for state reports.

There was also an annual report and bookkeeping workshop from the State Library. Baker and Taylor was the vendor for the annual report data collection. Since B&T went under, the ISL is contracting for a new vendor so the timing of the annual report is a bit up in the air. The State Board of Accounts reviewed various bookkeeping issues. They did reiterate that it is acceptable for all of our bookkeeping records to be kept digitally.

A community member approached us about having a seed library. We are using an old paperback rack to hold it. We'll see how donations come in.

The LSC meeting with legislators was last Friday. Sue Glick was our only guest this year. She told us that a committee has been working on updates to SB1 from last year, but the redistricting issue has taken all the energy lately. She did hear from most of us that LIT is 30-40% of our budgets and would be a devastating loss.

Travis Heavin moved to accept the report Haley Billow offered and second, and the motion passed. Burt Shulz moved to adjourn the meeting with Jeanine Samuelson offering a second, the motion carried.