



Carnegie Public Library of Steuben County
Board of Trustees
Minutes of the April 14, 2025, Meeting

Vice-President Billow called the meeting to order at 4:35 p.m. Board members in attendance were Haley Billow, Travis Heavin, Jeanine Samuelson, Gay Kirkton, Sue Shollenberger, and Bert Schulz. Also attending was Director Sonya Dorris.

Minutes of Previous Meeting

Travis Heavin offered, and Haley Billow seconded, a motion to approve the minutes from the March meeting. The motion carried.

Appropriations and Financial Reports

Sonya Dorris presented the March appropriation and financial reports (copies attached). Following a discussion, Jeanine Samuelson moved to accept the reports, with Gay Kirkton seconding the motion, which was approved.

Old Business

- A. The board tabled a discussion of adding secure doors to the Reference Department to the May meeting. One company is waiting for pricing from suppliers.
- B. The Board discussed the role of the treasurer in the Library Bylaws. After reviewing Indiana Code, the matter was tabled to the May meeting.

New Business

- A. Sonya Dorris presented a resolution updating what invoices may be paid by electronic payment (copy attached). Travis Heavin moved to approve the resolution; Bert Schulz seconded the motion. Motion approved.
- B. The Board reviewed the credit card policy. The updated policy (copy attached) adds a debit card and includes all the previous restrictions on credit card use. Jeanine Samuelson moved to approve the updated policy; Gay Kirkton seconded the motion. Motion approved.
- C. Sonya Dorris asked that the library be closed on September 12 for staff training with other local libraries. Gay Kirkton moved to approve the 1-day closure; Jeanine Samuelson seconded the motion. Motion approved.

Director's Report

Plans for the Summer Reading Program are nearly completed. Elizabeth is sending a letter this week to previous sponsors and local businesses with an Amazon wish list for prizes. We usually have inexpensive books and small items for weekly prizes and then 2 larger prizes for each age group. The Steuben County Community Foundation is sponsoring the Science Central program. Elizabeth has several school visits and school tours scheduled for May.

We had a patron fall at the circulation desk on March 29th. The staff called emergency services because the patron's head hit the circulation desk and they were concerned about not being able to help her to her feet. I've been in touch with the hospital and given them our insurance information. I also reviewed and kept the video footage of the incident. We've removed the rugs that have been at the circulation desk. The rug wasn't wrinkled or folded, but the patron caught her foot on it.

We will be supporting Steuben IRIS (formerly SCAN) to recognize Prevent Child Abuse and Neglect month. They will be putting some signage and pinwheels in the yard along Wayne Street.

The Evergreen Indiana executive committee is meeting tomorrow via Zoom. I'll be attending just to listen in since the 30% cut to the Indiana State Library budget and the effects on Evergreen Indiana will be on the agenda.

Also tomorrow, Baker Tilly is offering a webinar titled "Navigating the Indiana Legislative Landscape: Key Insights and Updates." I'll pass along any information from both meetings.

This Thursday I'll be doing a library tour for a group from Pleasant View Church of Christ.

The ILF regional conference is May 7th at Allen County Public Library. I will attend to earn some LEUs (I need 100 hours every five years), but the sessions aren't as applicable to the rest of the staff as the sessions at the LSC training in September.

Travis Heavin moved to accept the report, Jeanine Samuelson offered and second, and the motion passed.

Travis Heavin moved to adjourn the meeting with Jeanine Samuelson offering a second, the motion carried.