

BREMEN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

March 24, 2025

4:30 PM

Shelli Kauff man, Interim Director

Board Members Present:

- Jennifer Heiter
- Rhonda McIntyre
- Jana Gunter
- Cyndy McKenzie
- Kim Meyer
- Brady Yoder
- Joyce Graybill

The meeting was called to order by Cyndy McKenzie at 4:30 P.M.

Monthly Business

Kim Meyer made the motion to approve the February 24th Board minutes, Brad Yoder seconded the motion passes.

Brad Yoder made the motion to approve the special March 10th minute, Jen Heiter seconded, the motion passed.

Jen Heiter made the motion to approve the bills as presented, Joyce Graybill seconded the bills were approved.

There were no transfers of funds.

Interim Director Shelli Kauffman shared the transition team's report attached.

Old Business

There was no old business

New Business

Cyndy McKenzie made the motion to reach out and get someone to translate policies in Spanish, Joyce Graybill seconded; the motion passed.

Joyce Graybill made the motion to have Sara Hill, Bremen Public Library Bookkeeper, as the designated person authorized to deal with the IRS, Cyndy McKenzie seconded; the motion passed.

Joyce Graybill made the motion for Sara Hill Bremen Public Library Bookkeeper as the designated person to communicate with The Bank of America. She may open/close accounts on behalf of the library. Cyndy McKenzie seconded; the motion passed.

Joyce Graybill made the motion for Sara Hill Bremen Public Library Bookkeeper to be the designated person to communicate with Square. She is allowed access to the Bremen Public Library accounting, accessing documentation of fees, and transactions and any other information as needed. Cyndy McKenzie seconded the motion passed.

Joyce Graybill made the motion for Sara Hill, Bremen Public Library Bookkeeper, our designated person authorized to access and discuss the Bremen Public Library NIPSCO account. Cyndy McKenzie seconded; the motion passed.

Joyce Graybill made the motion to authorize Sara Hill, Bremen Public Library Bookkeeper to renew or handle in the best way possible the Lake City Cd that is coming due April 5th. This will require Joyce 's signature. Cyndy McKenzie seconded; the motion passed.

Kim Meyer shared the Bremen Public Library Board Director Search Process and Proposed Timeline for 2025 with flexibility, the Library Director Position Posting and the Library Director Job Description that Kim drafted from previous forms and ideas shared by the board. Brad Yoder made the motion to approve the forms. Jan Heiter seconded: the motion passed.

The board discussed ways to show the staff our support.

The board is working with the Interim Director to schedule times to hear from staff about what they would like in a new director.

There being no further business, the meeting was adjourned at 5:39.

BREMEN PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

March 10, 2025

5:30 PM

Attending: Cyndy McKenzie, Brad Yoder, Kim Meyer, Jana Gunter, Jennifer Heiter, Rhonda McIntyre

The meeting was called to order by Cyndy McKenzie at 5:30 PM.

Special Business

Kim Meyer moved that we approve the resignation of the Library Director, Chris Scandling. Brad Yoder seconded it. The motion passed unanimously.

Library responsibilities and coverage in the interim period;

Interim director Shelli Kauffman

- FOL meetings
- Director's emails
- Desk collection
- Board Meeting material distribution

Sara along with Board member Joyce Graybill for bookkeeping responsibilities

- Desk collection
- Bookkeeping
- Financial Reports for Board
- Managing paid time off, vacation and sick leave requests

Ryan

- Facilities contact person outside regular hours
- Adult and YA social media

Kate

- Children's Department social media
- Library web page
- Digital Hill

Jennifer Heiter made the motion to approve the coverage and Kim Meyer seconded the motion. It passed unanimously.

Kim Meyer shared a proposed timeline for the search for the new director.

Cyndy McKenzie moved that the regular board meeting be moved to Monday March 24th due to spring break. Kim Meyer seconded the motion. It passed unanimously.

The meeting was adjourned at 6:19 PM.

OLD BUSINESS

1. Other old business

NEW BUSINESS

1. 2024 Annual Report – Signature Page
2. Memorial Day – May 26th – Proposal
3. Other new business

PUBLIC COMMENTS

ADJOURNMENT