



Library Board of Trustees Meeting  
Tuesday, June 10, 2025, 6:30 p.m.

### Minutes

The Library Board of Trustees convened at 6:37 p.m. on June 10, 2025.  
Vice-President Tami Koch called the meeting to order.

#### Roll Call

Attendee	Title	Status
Kira Stevens	Trustee	Present
Tami Koch	Trustee	Present
Lisa Shaffer	Trustee	Present
Amy Roehrig	Trustee	Present
Kathleen Clesson	Trustee	Present
Wendy Hadden	Trustee	Present
Anne Pickett	Trustee	Present

Staff present: Lori Urban, Director

#### Correspondence, Communications, and Public Comments

Dennis Lawyer sent a card thanking the board for his retirement party and gift.

#### Secretary's Report

Trustee L. Shaffer made a motion, seconded by Trustee T. Koch to approve the minutes of the previous board meeting as presented. Motion carried (7-0).

No closed sessions for the last six months of the FY 2024-2025 were noted.

Election of new officers:

K. Clesson nominated K. Stevens for President, T. Koch seconded. Nomination carried 7-0  
K. Stevens nominated T. Koch for Vice President, L. Shaffer seconded. Nomination carried 7-0  
K. Stevens nominated L. Shaffer for Secretary, A. Roehrig seconded. Nomination carried 7-0  
L. Shaffer nominated A. Roehrig for Treasurer, T. Koch seconded. Nomination carried 7-0

#### Treasurer's Report

Trustee T. Koch made a motion, seconded by Trustee K. Clesson, to approve all account balances, payables, and transactions as presented. Motion carried (7-0).

Trustee W. Hadden made a motion, seconded by Trustee A. Roehrig to approve all transfers as presented. Motion carried (7-0).

Director L. Urban noted that the first Tax Distribution was received on 5/29/2025 for \$43,252.09.

Motion to approve moving money market and savings accounts at First State Bank & Trust to new accounts as discussed. Trustee K. Clesson made a motion and Trustee K. Stevens seconded. Motion carried (7-0).

### **Comments by Trustees**

There were no comments by Trustees

### **Director's Report**

Director L. Urban shared that Summer Reading online registration opened on May 19<sup>th</sup> and has run smoothly. The Digital Equity Capacity Grant funds have been terminated. Secretary A. Roehrig administered the oath of office to the three newly elected trustees, Wendy Hadden, Anne Pickett, and Lisa Shaffer on June 2, 2025. E-Rate Grant that was awarded in November 2024 has been funded for the upcoming fiscal year for \$1,255.82. Software updates to Microsoft Office are needed and Brick Technology will help us transition accounts from Google to Microsoft 365. Per Capita Grant Chapter 9 (Public Services: Reference and Reader's Advisory Services) and Chapter 10 (Programming) were reviewed and standards are met for both checklists.

### **Old Business**

Trustee A. Roehrig motioned to adopt the Tentative Budget and Appropriations Ordinance 25.1 and Trustee T. Koch seconded. Motion carried (7-0).

Banking Ordinance 23.3 was reviewed and no further action is needed.

A motion was made by Trustee L. Shaffer and seconded by Trustee K. Stevens to have all members of the Heyworth Public Library Board of Trustees be included as signees on all bank accounts. Motion carried (7-0) Trustees with signature authority shall be Kira Stevens, President; Tami Koch, Vice-President; Amy Roehrig, Treasurer; Lisa Shaffer, Secretary; Kathy Clesson; Wendy Hadden; and Anne Pickett.

Investment of Public Funds Policy was reviewed and no further action is needed.

### **New Business**

Review of Ethics Ordinance 15-10

Review of Special Reserve Ordinance 11-1

Review of Special Reserve Plan 13-2

Review Paychecks section of Employee Handbook

Director L. Urban briefly reviewed the proposed revisions to this section in the handbook.

**Adjournment**

President Kira Stevens adjourned the meeting at 7:37 p.m.

Next meeting will be on Tuesday, July 8, 2025 at 6:30 p.m.