

December 8, 2025
Jay County Public Library
Library Board Meeting
Jay County Public Library Community Room
315 North Ship Street, Portland, IN

Board Members Present: Tracy Carpenter, Jessica Cook, Amy Hawbaker, Carolyn Jounay, Liz Lawson, Parker May, Dolphus Stephens.

Board Members Absent: None.

Staff Present: Eric Hinderliter, Director.

Members of the Public: None.

Board Meeting Call to Order

The meeting was called to order at 4:04 p.m.

Approval of Minutes

Upon motion by Mr. May, seconded by Ms. Cook, and passed, the minutes of the November 10, 2025 regular meeting were approved as presented.

Financial Report

Upon motion of Mr. Stephens, seconded by Mr. May, and passed, the final November Financial Report and Claim Register, including claims from November 11 through December 8, were approved.

Report of the Director

1. Usage

Eric presented the usage report for November.

2. Building and Grounds and Technology

All-Circuit has begun work, Mustard Seed will be delayed until All-Circuit is done and Delaware Glass is projecting our door replacement to happen this week.

3. Programming/Services

Good program attendance this month with 89 at Dinosaur Night, 15 families for Photo Night, and two full sessions of Farm Bureau's Farm to Table program. Bloomfield is lined up for classroom visits to resume. December is shaping up to be a good month - Festival of Trees, Cocoa on the Polar Express (an evening story time), Cookies and Canvas, and an interactive showing of The Santa Clause.

4. Personnel

Page candidates have been interviewed with a recommendation for hiring.

5. Miscellaneous

Eric discussed potential usage of the Carnegie gift coming in January.

6. Future Finances

Senate Bill 8 is the bill that we will need to keep our eye on in January.

Committee Reports

Communications

Unfinished (old) Business

New Business

1. 2026 Board Officers - On motion of Mr. May, seconded by Ms. Journay, and passed, the Board approved the following slate of officer for 2026: Carolyn Journay, President; Tracy Carpenter, Vice-President; Jessica Cook, Treasurer; Dolphus Stephens, Assistant Treasurer; Parker May, Secretary; Liz Lawson, Assistant Secretary.
2. 2026 Holiday and Closing Schedule - On motion of Mr. Stephens, seconded by Ms. Carpenter, and passed, the Board approval the following holidays and closures for 2026:

January 1 - New Year's Day (TH)	December 24 - Christmas Eve (TH)
May 25 - Memorial Day (M)	December 25 - Christmas (F)
July 4 - Independence Day (S)	December 26 - Day After (SA)
September 7 - Labor Day (M)	December 31 - New Year's Eve (TH)
November 26 - Thanksgiving (TH)	January 2 - Day After in 2027 (S)
3. Transfer Between Budget Categories - On motion of Ms. Carpenter, seconded by Mr. May, and passed, the Board adopted the resolution to transfer appropriations between major categories.
4. Transfer to LIRF - On motion of Ms. Hawbaker, seconded by Ms. Journay, and passed, the Board adopted the resolution to transfer \$100,000 to LIRF from the Operating Fund.
5. Transfer to Rainy Day - On motion of Ms. Carpenter, seconded by Ms. Hawbaker, and passed, the Board adopted the resolution to transfer \$100,000 from the Operating Fund to the Rainy Day Fund.
6. Updated Salary Schedule - On motion of Mr. May, seconded by Ms. Cook, and passed the Board adopted the updated 2026 salary schedule and scale.
7. Hiring of Pages - On motion of Mr. Stephens, seconded by Ms. Cook, and passed the Board approved the rate of \$11.47 per hour - Jenson Avery, Milee Rickard, and Allison Tipton, Student Pages.

Public Input

Adjournment - On motion of Mr. Stephens, the meeting adjourned at 4:51 p.m.

Next meeting: January 12, 2026

Respectfully recorded,

Eric Hinderliter, JCPL Director

Jessica Cook

Carolyn Journey

Parker May

Tracy Carpenter

Amy Hawbaker

Liz Lawson

Dolphus Stephens