

January 12, 2026
Jay County Public Library
Library Board Meeting
Jay County Public Library Community Room
315 North Ship Street, Portland, IN

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

Board Members Absent: Jessica Cook.

Staff Present: Eric Hinderliter, Director.

Members of the Public: 5 Students.

Board Meeting Call to Order

The meeting was called to order at 4:00 p.m.

Approval of Minutes

Upon motion by Mr. May, seconded by Ms. Hawbaker, and passed, the minutes of the December 8, 2025 regular meeting were approved as presented.

Financial Report

Upon motion of Mr. Stephens, seconded by Ms. Lawson, and passed, the final December Financial Report and Claim Register, including claims from December 9 through January 12, were approved.

Report of the Director

1. Usage

Eric presented the usage report for December.

2. Building and Grounds and Technology

All-Circuit has begun work, Mustard Seed will be delayed until All-Circuit is done and we are still waiting on Delaware Glass for door replacement.

3. Programming/Services

December was a good month - programs were very well attended and having the Christmas trees in the building worked out really well. January is a lighter month for programming as we plan for the spring and beyond.

4. Personnel

Staff evaluations and individual meetings are nearly done. The new Pages are now scheduled and well into their training.

Committee Reports - This year’s assignments: Nominating - Journey; Policy - Carpenter, Stephens, Lawson, Cook; Hawkins Trust - Stephens.

Communications

Unfinished (old) Business

New Business

- 1. Annual Resolutions - On motion of Ms. Carpenter, seconded by Ms. Lawson, and passed, the Board adopted Resolution 2026-1 which is made part of these minutes.
- 2. Non-Resident Fee - On motion of Mr. Stephens, seconded by Mr. May, and passed, the Board adopted Resolution 2026-2, which sets this fee at \$65.00, and is made part of these minutes.
- 3. Capital Asset Inventory - On motion of Ms. Carpenter, seconded by Ms. Hawbaker, and passed, the Board approved Form 369.
- 4. Conflict of Interest - On motion of Mr. May, seconded, by Ms. Lawson, and passed, the Board approved conflict of interest forms for Ms. Carpenter and Ms. Cook.

Public Input

Adjournment

Next meeting: February 10, 2025

Tracy Carpenter

Carolyn Journey

Parker May

Respectfully recorded,

Eric Hinderliter, JCPL Director

Amy Hawbaker

Liz Lawson

Dolphus Stephens

Resolution 2026-1: Annual Resolutions

Jay County Public Library

The Jay County Public Library Board of Trustees authorizes the following list of annual resolutions:

1. The treasurer and assistant treasurer are authorized to execute checks for investments in advance of the board meeting.
2. The treasurer and assistant treasurer are authorized to execute checks for payment of obligations as recommended by the director, when waiting until the board meeting to execute would mean the library would incur a late payment/or/lose a timely payment discount and also in the situation for bills paid between the December and January meetings.
3. The treasurer and assistant treasurer are authorized to approve all direct deposit pay roll files.
4. The director and assistant director are authorized to electronically pay financial obligations when the Board has approved specific vendors/payees for electronic payment. The following are vendors are currently paid electronically: American Express, Indiana Michigan Power, Ingram, T-Mobile, Verizon, Waste Management, PERF, and Federal and State departments of revenue. Other vendors may be added throughout the year with board approval.
5. The director and assistant director are hereby instructed and are required to comply with all requirements for the receipt of electronic funds payments so that said transactions may be audited as provided by law.
6. Mileage shall be paid to staff members for travel. The rate for 2026 is .70 per mile.
7. The director and assistant director may make next-business-day deposits of receipts if the amount is less than \$500. When the amount is in excess of \$500, the deposit shall be the next business day.
8. Patrons will be charged: \$0.15 per page to print from a public computer, \$0.15 per page on the public copier, \$2.00 to send a fax or scan to email, \$.15 per page for a received fax or email, \$1.00 to laminate any size of item.
9. The Board has determined that internal control policy and procedures are in place and required personnel have received SBOA training regarding internal controls.

Approved this 12th day of January 2026.

AYE

NAY

Attest:

Board Secretary

Resolution 2026-2: To Establish Non-Resident Fees

Jay County Public Library

Whereas, IC 36-12-2-25(c) requires that an individual non-resident fee be established, the members of the Jay County Public Library Board do resolve to set the non-resident fee at

\$65.00

for an individual non-resident card commencing January 12, 2026.

Be it further resolved that this fee will remain in effect until such time that the library board passes a new non-resident fee resolution.

Adopted this 12th day of January, 2026.

AYE

NAY

ATTEST:

Secretary of Library Board

Monday, January 12, 2026

Jay County Public Library

Board of Finance Meeting

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

Board Members Absent: Jessica Cook.

Staff Members Present: Eric Hinderliter.

Public Present: None.

Ms. Lawson called the Board of Finance meeting to order at 4:38 p.m.

NEW BUSINESS

With a motion by Mr. Stephens, seconded by Ms. Carpenter, and passed, the board elected Ms. Journey, President, and Mr. May, Secretary, of the Board of Finance.

The Board reviewed the 2025 Investment Activity Report.

With a motion by Mr. May, seconded by Ms. Lawson, and passed, the Board adopted the Investment Policy as presented.

There were no outstanding checks that met the criteria for cancellation.

There being no further discussion, upon motion of Mr. Stephens, the meeting adjourned at 4:40 p.m.

Respectfully recorded,

Eric Hinderliter, JCPL Director

Tracy Carpenter

Amy Hawbaker

Carolyn Journey

Liz Lawson

Parker May

Dolphus Stephens