

August 20, 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, Jessica Cook, Amy Hawbaker, Carolyn Journay, Liz Lawson, Dolphus Stephens.

Board Members Absent: Parker May.

Staff Present: Eric Hinderliter, Director.

Members of the Public: 4 Students.

Board Meeting Call to Order

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

Approval of Minutes

Upon motion by Ms. Cook, seconded by Mr. Stephens, and passed, the minutes of the July 20, 2026 regular meeting were approved as presented.

Financial Report

Upon motion of Mr. Stephens, seconded by Ms. Lawson, and passed, the final July Financial Report and Claim Register, including claims from July 21 through August 20, were approved.

Report of the Director

1. Usage

Eric presented the usage report for July.

2. Building and Grounds and Technology

Mustard Seed completed painting work. Mainstream Furniture finished the re-covering the chairs in the Friends Room. Other projects in process - bathroom stall door painting, monitor installation in the foyer, clearing downspout drains, and looking at reinforcing the carpet behind the front desk.

3. Programming/Services

No programming scheduled for August. Story Time, Story Visits and Bookmobile to start in the middle of September. Two device charging stations have been set up on a trial run.

4. Personnel

Four new staff now in place and getting to know the library and their responsibilities. Another full-time position will likely be filled in October.

5. Budget

Our property tax cap loss for 2027 is projected to be \$33,000 but always good to estimate a little higher than that. Our local income tax estimated for 2027 shows a \$44,000 increase over this year. This leaves us in good shape for 2027 and 2028. Our monthly finance report next month will show new funds to reflect the need for different designated and undesignated gift funds.

Committee Reports - The Policy Committee will be meeting later this fall.

Communications

Unfinished (old) Business

1. By-Laws - On motion of Ms. Lawson, seconded by Ms. Hawbaker, and passed, the Board approved the changes to the library's by-laws for Section 5 as follows -

Section 1 - The library will always hire employees based on experience, skills, and merit. If a family member of Board member is interested in a position at the library, that person must apply through standard channels. Such individuals may be hired as they will not be directly supervised or directed by that Board member.

Section 2 - The employment of two staff who are related to one another is permitted as long as there is no direct line of supervision or direction existing between the two.

New Business

1. Staff Bonus - On motion of Ms. Carpenter, seconded by Mr. Stephens, and passed, the Board adopted Resolution 2026-3 for a one-time bonus paid to staff employed during the period of June 1 through July 18. The resolution is made part of these minutes and will be attached to our 2026 Salary Schedule.
2. Pay Rates - On motion of Mr. Stephens, seconded by Ms. Hawbaker, and passed, the Board approved pay rates of \$27.85 per hour for Shana Neuenschwander and \$26.00 per hour for Laura Huffman effective for the pay period starting August 24.
3. 2027 Salary Schedule and Scale - On motion of Ms. Carpenter, seconded by Ms. Hawbaker, and passed, the Board approved the 2027 Salary Schedule and Scale as presented and reflecting the change in Assistant Director stipend.
4. Internet Consortium - On motion of Ms. Hawbaker, seconded by Ms. Carpenter, and passed, the Board adopted Resolution 2026-4 to join the Indiana State Library Internet Consortium.
5. New Funds - On motion of Mr. Stephens, seconded by Ms. Lawson, and passed the Board adopted Resolution 2026-5 creating a Designated Gift Fund.

Public Input

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

Next meeting: September 14, 2026 *Public Hearing

Respectfully recorded,

Eric Hinderliter, JCPL Director

Tracy Carpenter

Jessica Cook

Amy Hawbaker

Carolyn Jounay

Liz Lawson

Dolphus Stephens