

# Brazil Library Board Meeting Minutes

**Date:** January 21, 2026

**Time:** 6:07 PM

**Presiding:** Traci Orman, President

## Board Members Present

- Traci Orman
- Brian Deakins
- Shelly Watson
- Michael Hagemeyer
- Catherine Baker
- Absent: Dr Richard Frankville, (open position-Clay Co Commissioners)

## Library Staff Present

- Sarah Trover, Library Director
- Jason Hayes, Business Manager

## Public Attendance

Katherine Baughman, Brazil Times

Question asked in regard to Debt Service Fund

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## Approval of Previous Minutes

Minutes from December 17, 2025, meeting were reviewed w/amendment noted to unfinished business.

- Motion to approve: Michael Hagemeyer
- Second: Brian Deakins
- Result: All in favor.

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## Business Manager and Treasurer's Report

Presented by Jason Hayes, Business Manager

## Approval of Claims

- Claims 4666-4725:
  - Motion to approve: Michael Hagemeyer
  - Second: Shelly Watson
  - Result: All in favor.

## Financial and Fund Reports

- Financial and Fund Reports for December 2025 were presented.

- Motion to approve: Michael Hagemeyer
  - Second: Catherine Baker
  - Result: All in favor.
- December (LIT) received: \$20,851.00
- December 8% 8.77%
- Appropriation Transfer
  - Motion to approve: Brian Deakins
  - Second: Michael Hagemeyer
  - All in favor
- Resolution 12-25-01 Rainy Day Fund Transfer: \$35,000 from RDF to Operating Fund
  - Motion to approve: Michael Hagemeyer
  - Second: Brian Deakins
  - All in favor

## **Librarian's Report**

### **December 2025 Usage Statistics**

- New Resident Cards: 16, Juvenile 5 (Renewed 14, 1 Juvenile)
- Non-Resident Cards:
  - New: 6 (10 juvenile)
  - Renewed: 0 (0 juvenile)
- Circulation of materials: 1858
- New materials added to collection: 254; Deleted: 3
- Digital checkouts:
  - Libby: 920
  - Hoopla: 104
  - Kanopy: 8

### **New Business**

- Princh Renewal-service to help community print. Sarah to review volume
  - Motion to approve: Michael Hagemeyer
  - Second: Brian Deakins
  - Result: All in favor
- Jury duty policy-Library attorney to review
- Wireless Access Policy-Library attorney to review

### **Unfinished Business**

- **Doors:** on hold until further notice

- **New Board Member:** Catherine Baker, Brazil Township Trustee. Sarah will meet with Paul Sinders on January 22 at 11:00am.
- **Long-Range** The board committee: Michael Hagemeyer, Catherine Baker and Traci Orman
- Terre Haute CPR will provide training to all staff members for the fee of \$50 per person. 2.5-hour training to be held February 23, 2026.

## Other Business

- Library Director is applying for the Dollar General Grant and the American Library Association Grant.

## Adjournment

- Motion to adjourn: Brian Deakins
- Second: Catherine Baker
- Result: All in favor.
- Meeting adjourned at 7:15PM.

## Next Meeting

- Date: February 18, 2025
- Time: 6:00 PM

## Signatures

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Dr Richard Frankville, Vice President

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Shelly Watson, Secretary