

The Delaware County District Library Board of Trustees met in a regular session at the Orange Branch of the Delaware County District Library on January 20, 2025 at 5:11 PM. Present were board members Ike, Kenter, Kipfer, Kraft, Neff, Skinner, and Tiede. Mr. Howard, Director; Ms. Grossenbacher, Fiscal Officer; and members of the public were also in attendance.

Public Participation – Members of the Orange Branch Youth Services Department shared a prepared statement.

**(2026-001) Motion moved, seconded, and carried – Skinner / Kenter (All yes votes)**

To approve the minutes of the regular meeting of December 16, 2025.

President's Report – Mr. Ike shared that he had met with Mr. Howard. He also thanked Mr. Tiede for his service on the DCDL Board and as President.

Fiscal Officer's Report – Ms. Grossenbacher shared information about revenues and expenditures. There were no appropriation transfers between object classifications in December. She shared that she is working on the 2025 Financial Report for submission through the Hinkle System. She spoke about projects that were worked on during 2025. The library will have an audit in 2026 for 2024 and 2025 fiscal years. When additional information is available, it will be shared with the board.

Ms. Grossenbacher explained that there is a need for a resolution for First Commonwealth Bank to update the approved signers on the accounts with the change in President of the Board.

**(2026-002) Motion moved, seconded, and carried – Tiede / Skinner (All yes votes)**

To approve the resolution for First Commonwealth Bank:

Resolve that (1) First Commonwealth Bank, Indiana, Pennsylvania, THE BANK, is hereby designated as a depository of the Public Body. (2) The persons serving in the capacities listed below, acting in a representative capacity for the Public Body, are authorized by the Public Body to open and operate one or more deposit accounts, and enter Cash management Agreements and Securities Sold Under Agreement to Repurchase Agreements, if allowed by law, in the name of the Public Body in accordance with any applicable account agreements and to issue written instructions for the conduct of any such accounts of the Public Body with the Bank.

The Bank is hereby authorized to accept for deposit to the funds of the Public Body moneys, checks, or other instruments or orders for the payment of money, including electronic payment systems, which may at any time come into its possession, with or without endorsement. The Bank is hereby authorized to make payments from the funds of the Public Body on deposit with it upon and in accordance with the check, or other instruments or orders of the Public Body including electronic payments.

The following individuals have access to transact and request information regarding these accounts:

Angelique Grossenbacher, Fiscal Officer  
Sutton Durfee, Deputy Fiscal Officer  
Reginald Ike, Board President

Please remove Scott Tiede, former Board President

The Bank shall have no duty to inquire as to the circumstance of any payment from the funds of the Public Body, including payments to any officer or payments tendered to satisfy an individual obligation of any officer.

**(2026-003) Motion moved, seconded, and carried – Kraft / Tiede (All yes votes)**

To approve the December financial reports, payment transaction listing, investments and bank reconciliation.

**(2026-004) Motion moved, seconded, and carried – Kipfer / Tiede (All yes votes)**

To approve with gratitude the following donations:

- From Dan C. Jay in Honor of Carol Arny (Children's)
- From Sue & Jim Cox (unrestricted)
- From Lori Kipfer in Memory of Gary Skinner (adult)

Director's Report – Mr. Howard shared information from his written report. He provided an update on the Facilities Master Plan and its progress. He provided a handout with some information obtained through the process. He answered questions about the plan and the process.

Friends of the Library Report – Ms. Klatter provided an update on a gift for library staff, plastic collection for benches for each branch, a table sponsored at the upcoming Chamber event, an upcoming author event, and volunteer hours for 2025.

Committee Reports:

Facilities – no update

Finance – no update

HR – explanation shared about need for update to the Distance Between Branches policy

**(2026-005) Motion moved, seconded, and carried – Kipfer / Skinner (All yes votes)**

To approve the revision to the Distance Between Branches policy as presented.

Nominating – no update

Policy – no update

Ms. Neff introduced herself.

Unfinished Business:

**(2026-006) Motion moved, seconded, and carried through rollcall vote – Kipfer / Tiede**

To go into Executive Session to discuss, prepare for, conduct, or review collective bargaining issues at 5:45 PM

Mr. Ike – yes, Mr. Kenter – yes, Ms. Kipfer – yes, Ms. Kraft – yes, Ms. Neff – yes, Ms. Skinner – yes, and Mr. Tiede - yes

The Director, Fiscal Officer, Deputy Director, HR and Communications Coordinators were requested to remain for the collective bargaining update in the Executive Session.

**(2026-007) Motion moved, seconded, and carried through rollcall vote– Kipfer / Kenter**

To come out of Executive Session at 6:24 PM

Mr. Ike – yes, Mr. Kenter – yes, Ms. Kipfer – yes, Ms. Kraft – yes, Ms. Neff – yes, Ms. Skinner – yes, and Mr. Tiede – yes

New Business – none

**(2026-008) Motion moved, seconded, and carried – Kenter / Neff (All yes votes)**

To adjourn the meeting at 6:25 PM.

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Reginald Ike, President

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Connie Skinner, Secretary