



# NEW CASTLE • HENRY COUNTY

---

## PUBLIC LIBRARY

### MINUTES

Marjorie Johnson Board Room, 376 S. 15<sup>th</sup> Street, New Castle, IN 47362

April 16, 2018

4:00 p.m.

**Roll:** Linda Madison Nancy Renner Ramona Hacker  
Kevin Thornburg Linda Shore Nancy Cook

**Others Present:** Winnie Logan Brenda Martinez  
Christy Tompkins Travis Weik

### AGENDA

A motion was made Ramona Hacker and seconded by Linda Shore for the approval of the agenda of the April 16, 2018 meeting. Motion carried.

### MINUTES

A motion was made by Nancy Renner and seconded by Ramona Hacker for the approval of the minutes of the March 19, 2018 meeting. Motion carried.

### FINANCIAL REPORTS

Register of Claims: Warrants #125443 - 125519, payroll checks #25310 - 25312; #25313 – 25315 were reviewed and signed for approval. Brenda reviewed the financial and encumbered reports. Brenda reported that there was an Unemployment Insurance audit made by the Indiana Department of Workforce Development for the year 2016. A letter will be provided within 4 to 6 weeks. A motion was made by Kevin Thornburg and seconded by Linda Shore for the approval of the financial reports. Motion carried.

### DIRECTOR'S REPORT

Winnie reported that the specifications for the computer lab renovation have been completed; bids will be opened at our May 21<sup>st</sup> Board Meeting. The State Board of Accounts has selected the New Castle-Henry County Public Library to participate in a pilot program for online accounting audits. The 2017 fiscal year will be audited. Winnie reported that State Board of Accounts will spend a short time onsite to review the documents in person. There were a total of 11,454 patron visits and 22,378 items circulated for the month of March. Library sponsored programs were attended by 768 patrons. There were no staff changes to report. Travel and donations were reported. A motion was made by Linda Shore and seconded by Nancy Cook for the approval of the Director's report. Motion carried.

## **OLD BUSINESS**

Winnie continues to research the possibility for ASG, Inc. which operates WorkOne programs in East Central Indiana to relocate their services to the New Castle-Henry County Public Library. ASG, Inc. mentioned they would like to relocate by July 1<sup>st</sup>. No motion was made.

## **NEW BUSINESS**

Winnie presented the Board with a proposal to reorganize the library's Public Services Department by creating two new positions, Head of Adult Services and Circulation Supervisor. She presented a draft of the new Organizational Chart. As part of this restructuring, Winnie made the recommendation to discontinue searching for an Assistant Director. She also requested approval to hire a part-time Administrative Assistant. A motion was made by Linda Shore and seconded by Nancy Renner to accept the restructuring of Employee Organizational Chart and to advertise for the new positions. Motion carried.

Christy Tompkins, Friends' President, reported that the Annual meeting was a success and 35 members attended the meeting. It was reported that there were a total of 2000 volunteer hours for 2017. Christy reported that 50 books were handed out at the Henry County Child Fair. The next book sale is scheduled for May 12, 2018 from 12 pm to 4 pm. The Indiana Folk Music Society will perform our next Noteworthy Performance on May 24, 2018 at 7 p.m.

A motion was made by Nancy Renner and seconded by Ramona Hacker for adjournment. The meeting adjourned at 5:10 p.m.

Respectfully Submitted,  
Brenda Martinez