

MINUTES

Marjorie Johnson Board Room, 376 S. 15th Street, New Castle, IN 47362
August 15, 2016

Roll:	Linda Madison Nancy Paul Tom Sproles	Linda Shore Nancy Renner Kevin Thornburg
Others Present:	Winnie Logan Helen L. Hay Kaye Williams	Lisa Stamm Brenda Martinez

MINUTES

A motion was made by Tom Sproles and seconded by Nancy Paul for the approval of the minutes of the July 18, 2016 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for July 2016 Warrants (123877, 123878, 123879 and 123933 & 123939 – 124010). Brenda reviewed the Bank Balances report reflecting the recent changes in an effort to earn the most interest. The changes include: opening a new Trust Indiana account, closing several accounts at First Merchants Bank and transferring funds to a higher interest rate account at Citizens State Bank. Expenses continue to be monitored closely. A motion was made by Nancy Paul and seconded by Nancy Renner for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. The LED lighting project is completely finished. The process to get rebates from Duke Energy will begin now. The question and answer session with the Evergreen Indiana coordinator was very helpful and there would be substantial savings annually moving from SirsiDynix to Evergreen. The Statewide Remote Circulation Service was scheduled to go live today. Various statistics were reviewed. Staff changes include: Kathy McCoy – Part Time Circulation Assistant hired as full time effective July 18, 2016 and Aaron York – Part Time Help Desk Technician resigned effective August 11, 2016. Various additional donations of \$220 have been given in memory of Jennifer Bell for the Mobile Library Fund. Lisa gave a report on the bedbug situation. Nan and Liza were here today and we are in much better condition from one year ago. There were only four hot spots today. Lisa praised the staff members for working diligently towards the proper confinement and riddance of these pesky bugs. A motion was made by Tom Sproles and seconded by Linda Shore for the approval of the Director's report. Motion carried.

OLD BUSINESS:

The revision of the Social Media and Internet Usage Policy from the attorney's office was reviewed. A motion was made by Kevin Thornburg and seconded by Nancy Paul for the approval of the attorney's final revision of the Social Media and Internet Usage Policy. Motion carried. The revised policy will be included in the Employee Handbook.

NEW BUSINESS:

A motion was made by Linda Shore and seconded by Kevin Thornburg for the approval of the 2017 – 2020 Technology Plan. Motion carried. A copy will be filed at the State Library.

Winnie presented the proposed budget for the 2017 General Operating Fund, the Debt Service Fund and the Library Improvement Reserve Fund. The assessed value growth quotient for 2017 is 3.8%. The proposed budget of \$3,446,780.00 is based on the maximum allowed increase. Winnie reported to the board that during the annual budget meeting in July with the DLGF representative, she was told to expect a budget cut of approximately \$800,000 in January 2017 due to property tax cap credits and declining miscellaneous revenues. Library administration is currently analyzing the budget to have a plan in place for significant reductions in the event the final budget received at the first of the year is greatly reduced. A budget reduction of that amount would result in reduced staff and hours. Other areas of savings are being investigated. A motion was made by Linda Shore and seconded by Tom Sproles for the approval of the 2017 budget.

A motion was made by Tom Sproles and seconded by Nancy Renner scheduling September 19, 2016 at 4:00 p.m. for the public hearing of the 2017 budgets. Motion carried.

Kaye Williams, Friends' President, reported on various projects they are working on. They sold \$20.00 of books at the very popular TeenCon event. The Aug. 13th book sale was good. About 1/3 of the sales were credit card purchases using the new Square device. A collection of very nice first editions, some signed have been donated. They have been sorted and boxed. A way to rid them of cigarette smoke is being researched. Also a pewter carousel and a collection of park figurines have been donated. Friends are searching for a way to sell these collector's items to bring the best price.

A motion was made by Linda Shore and seconded by Nancy Paul for adjournment. The meeting adjourned at 5:20 p.m.

Helen L. Hay