



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

February 19, 2018

4:00 p.m.

Roll: Linda Madison Ramona Hacker Tom Sproles
Kevin Thornburg Linda Shore

Others Present: Winnie Logan Lisa Stamm Brenda Martinez
Travis Weik

AGENDA

A motion was made Tom Sproles and seconded by Linda Shore for the approval of the agenda of the February 19, 2018 meeting. Motion carried.

MINUTES

A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of the minutes of the January 22, 2018 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #125314 – 125390, payroll checks #25294 – 25296, checks #25297 – 25299 (voided check # 25300 & 25301) and check #225302 were signed for approval. Brenda reviewed the financial and encumbered reports. Brenda reviewed the start and yearend balances of all funds. Interest rates continue to rise. Winnie and Brenda will continue to monitor spending which should be approximately 8% of the Operating budget each month. A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. The library's security contractor is closing business and will no longer service the library as of February 9, 2018. Winnie provided a 2017 statistical review of total circulation that included electronic materials, program attendance, visits, and computer use. Electronic materials use continues to rise. Staff changes and donations were noted. A motion was made by Tom Sproles and seconded by Linda Shore for the approval of the Director's report. Motion carried.

OLD BUSINESS

Public Computer Lab renovation schematic design layouts were brought to the board for discussion. Winnie presented four different layout options in order to create more study rooms and meeting room space in place of the computer lab. There was a board consensus that layouts 2 and 3 were more favorable for the library needs. Winnie will update as the project continues.

NEW BUSINESS

Winnie requested that the library be closed on September 28, 2018 for Staff Training Day. A motion was made by Tom Sproles and seconded by Ramona Hacker to approve the closure for staff training day. Motion carried.

The Board reviewed the Credit Card Policy and Resolution which was initially approved on February 25, 2008. Revisions to the Credit Card Policy are necessary to delete and add new card information. A motion was made by Linda Shore and seconded by Tom Sproles to approve the Resolution for Library Credit Card and the updates to the Credit Card Policy. Motion carried.

A motion was made by Ramona Hacker and seconded by Kevin Thornburg to approve the Resolution to Transfer Funds between Major Categories Within the Library Operating Funds as follows: Move \$1,000 from account 4.71 CD's –Music to account 3.55 Electronic Materials and move \$4,000 from account 4.72 DVDs to account 3.55 Electronic Materials. Motion carried.

Winnie discussed with the board the importance and need for the Adult Learning Center program in our community. The position of Adult Learning Center Program Coordinator has been vacant for almost two years. Winnie requested that the board allow this position to be advertised and filled. A motion was made by Tom Sproles and seconded by Ramona Hacker to approve hiring for this position. Motion carried.

ASG, Inc. which operates WorkOne programs in East Central Indiana is in the process of trying to find a new location for their New Castle facility. ASG, Inc. has requested for the board to consider leasing space to them. ASG, Inc. will be invited to the March meeting for further discussion.

Christy Tompkins, Friends' President, was unable to attend the meeting so Winnie spoke on her behalf. Winnie stated that the Friends' recent book sale generated \$400.00 in revenue. The next book sale is scheduled for March 17, 2018 from 12:00 pm – 4:00 pm. The next Noteworthy Performance will be Traveler's Dream (Celtic band) on March 15, 2018 from 7:00 pm – 8:15 pm.

A motion was made by Kevin Thornburg and seconded by Ramona Hacker for adjournment. The meeting adjourned at 5:15 p.m.

Respectfully Submitted,
Brenda Martinez