

MINUTES
Marjorie Johnson Board Room, 376 S. 15th Street, New Castle, IN 47362
January 23, 2017
4:00 p.m.

Roll:	Linda Madison Nancy Renner Kevin Thornburg	Linda Shore Nancy Paul Ramona Hacker
Others Present:	Winnie Logan Helen L. Hay	Lisa Stamm Brenda Martinez

Winnie Logan, Director, opened the meeting at 4:00 p.m. A motion was made by Nancy Paul and seconded by Ramona Hacker nominating Linda Madison for President of the Library Board. Motion carried. Linda Madison continued with the election of officers. A motion was made by Kevin Thornburg and seconded by Nancy Paul nominating Nancy Renner as Vice-President. Motion carried. A motion was made by Nancy Paul and seconded by Kevin Thornburg nominating Linda Shore as Secretary. Motion carried. A motion was made by Kevin Thornburg and seconded by Nancy Paul nominating Ramona Hacker as Treasurer. Motion carried. President, Linda Madison, called the regular Board meeting to order.

MINUTES

A motion was made by Nancy Renner and seconded by Kevin Thornburg for the approval of the minutes of the December 12, 2016 Board meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for the end of December 2016 and January 2017 Warrants (124340 – 124449). Brenda reviewed the end of year financial reports. Papers were signed for the Treasurer’s Bond. A motion was made by Kevin Thornburg and seconded by Nancy Paul for the approval of the financial reports. Motion carried. Brenda also requested permission to cancel 5 outstanding checks from 2014 for a total of \$125.00, which were for damage deposits returned to the individuals or businesses that were never cashed. A motion was made by Linda Shore and seconded by Ramona Hacker for the approval to cancel these 5 checks totaling \$125. Motion carried.

DIRECTOR’S REPORT

Director, Winnie Logan, reviewed her monthly report. She has revised her report to give many more statistics detailing the goals she has set for the coming year and the future growth of the library. She will use the library’s Long Range Plan as a guide to show the progress as goals are met. This report was largely a year-end review of 2016 highlighting various usage and patron statistics as well as an update on current projects including the new bookmobile and database cleanup projects. Donations this month: \$100 from the Raintree Choir and \$100 in memory of Ted Salkoski.

NEW BUSINESS:

The Library Board of Trustees' Bylaws were reviewed. No changes were made.

The Internet / Computer Use Policy was reviewed. No changes were made.

A motion was made by Nancy Paul and seconded by Linda Shore to keep the Non-Resident Fee set at \$60.00 per year. Motion carried.

An updated Collection Development Policy was presented for review. A motion was made by Kevin Thornburg and seconded by Nancy Paul for the approval of the updated Collection Development Policy with one additional insert taken from the Local History Collection Development Policy to be added. Motion carried.

A new Local History Collection Development Policy was presented for review. A motion was made by Kevin Thornburg and seconded by Nancy Paul to adopt the new Local History Collection Development Policy. Motion carried.

A list of revised Library Standards were reviewed.

A motion was made by Nancy Paul and seconded by Ramona Hacker for adjournment. The meeting adjourned at 5:15 p.m. and the annual Board of Finance meeting was opened immediately.

A motion was made by Nancy Paul and seconded by Kevin Thornburg nominating Nancy Renner as President of the annual Board of Finance meeting. Motion carried. Nancy Renner conducted the remainder of the meeting.

A motion was made by Linda Madison and seconded by Kevin Thornburg nominating Linda Shore as Secretary of the Board of Finance meeting. Motion carried.

Brenda handed out copies of the Investment Report for the year ending 2016. Accounts were reviewed. Interest earned for 2016 was \$15,189.02. Interest rates were compared from five depository banks. Once the final 2017 Budget is received, Library investments will be reviewed again for possible changes. A motion was made by Linda Madison and seconded by Ramona Hacker approving the current Investment Report. Motion carried.

The Library's Investment Policy was reviewed. No changes were necessary. A motion was made by Linda Shore and seconded by Linda Madison for the approval of the Library's Investment Policy. Motion carried.

A motion was made by Linda Shore and seconded by Ramona Hacker designating The Courier Times and the Middletown News as the newspapers for all advertising notices. Motion carried.

A motion was made by Linda Madison and seconded by Nancy Paul for adjournment. The meeting adjourned at 5:40 p.m.

Helen L. Hay