



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

January 22, 2018

4:00 p.m.

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

Others Present: Winnie Logan Lisa Stamm Brenda Martinez
Christy Thompkins Travis Weik

Winnie Logan, Director, opened the meeting at 4:00 p.m. A motion was made by Kevin Thornburg and seconded by Nancy Renner 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 Ramona Hacker nominating Nancy Renner as Vice-President. Motion carried. A motion was made by Kevin Thornburg and seconded by Ramona Hacker nominating Linda Shore as Secretary. Motion carried. A motion was made by Nancy Renner and seconded by Kevin Thornburg 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 Ramona Hacker for the approval of the minutes of the December 11, 2017 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #125132 – 125133 and 125202 - 125313 & payroll checks #25284 – 25293 were signed for approval. Brenda presented Warrants # 125132 – 125133 that were left out in error of the December 11, 2017 register of claims. Brenda reviewed the month and year end financial reports and gave a breakdown of the revenues received from all funds for 2017. The Treasurer's bond was signed by Ramona Hacker in order for it to be filed with the Recorder's office before January 31, 2018. Brenda reviewed the Cancellation of Outstanding Checks/Warrants and asked for approval to cancel three outstanding checks from 2015 for a total of \$75.00; these were for damage deposits returned to the individual or businesses that were never cashed. A motion was made by Linda Shore and seconded by Kevin Thornburg for the approval of the financial reports and for the approval to cancel Checks # 122780, 123199, and 123244 totaling \$75.00. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the renovations to the library's teen area are coming along nicely. The painting and electrical work is completed. Floors are expected to be replaced during the week of January 22. A grand reveal party is scheduled for January 29, 2018 to introduce teens to the new space. Winnie stated that the library was closed due to inclement weather on January 12. Winnie is currently working on the 2017 Annual Report and she reported on the December statistics on library activities and the value it brings to the community. No staff, travel and donations were noted. No motion needed.

OLD BUSINESS

Reza Ahmadi, M. ARCH, Associate Professor and Coordinator from Ball State University provided three options for design services to transform the public computer lab into meeting room space. After careful review of the options, a motion was made by Kevin Thornburg and seconded by Linda Shore to contract with Mr. Ahmad through his company, IntraSpace Designs. Motion carried.

NEW BUSINESS

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

The Internet Safety Policy was presented for review; minor revisions were noted. A motion was made by Linda Shore and seconded by Ramona Hacker to approve the Internet Safety Policy as revised. Motion carried.

The Computer Use Policy was presented for review; minor revisions were noted. A motion was made by Ramona Hacker and seconded by Linda Shore to approve the Computer Use Policy as revised. Motion carried.

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

A motion was made by Ramona Hacker and seconded by Linda Shore to approve \$2500 from Gift – Unrestricted funds to be used for the Frankenstein Program. Motion carried.

Christy Tompkins, Friends' President, stated that the next book sale is scheduled for February 3, 2018. Christy mentioned the next Noteworthy performance would be the Travelers 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 5:05 p.m. and the annual Board of Finance meeting was opened immediately.

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

Brenda handed out copies of the Annual Investment Report for the year ending 2017. Bank Depositories were noted for 2017 – 2018. Brenda stated that the library funds are FDIC and PDIF insured. Brenda reviewed the multiple library funds and did an interest earned growth comparison for the years 2015 – 2017. Brenda was pleased to present to the board a total interest earned of \$23,075.49 for 2017 from all library funds. The Bank balances were reported to the board. At this time, it is concluded to continue with the bank accounts as they are currently. Brenda will review interest rates on a periodical basis. A motion was made by Linda Shore and seconded by Linda Madison approving the current Investment Report. Motion carried.

The Library's Investment Policy was reviewed. No changes were necessary. A motion was made by Kevin Thornburg and seconded by Ramona Hacker for the approval of the Library's Investment Policy. Motion carried.

A motion was made by Kevin Thornburg 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 Linda Shore for adjournment. The meeting adjourned at 5:20 p.m.

Respectfully Submitted,
Brenda Martinez