

MINUTES
Marjorie Johnson Board Room, 376 S. 15th Street, New Castle, IN 47362
November 21, 2016

Roll:	Linda Madison Nancy Paul Linda Shore	Ramona Hacker Nancy Renner Kevin Thornburg
Others Present:	Winnie Logan Lisa Stamm	Brenda Martinez Travis Weik

MINUTES

A motion was made by Nancy Paul and seconded by Ramona Hacker for the approval of the minutes of the October 17, 2016 Board meeting. Motion carried.

FINANCIAL REPORTS

Brenda reviewed the encumbered Operating report. Forms were signed for approving the monthly payments for October Warrants (124169-124250). Expenses continue to be monitored closely and 20% of the 2016 Operating budget remains at this time. The interest rate for Trust Indiana increased from .47% to .59%. A motion was made by Nancy Paul and seconded by Linda Shore for the approval of the financial reports. Motion carried.

Brenda also discussed the streamlining of the Meeting Room reservation process and that the business office expects to close out room reservation damage deposits by the end of December. Additionally, the first electricity bill received since the conversion to energy-efficient lighting throughout the building and property showed a savings of approximately \$2,000, and the library received Duke Energy rebates of \$17,000.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. Department of Labor new overtime rules become effective December 1, 2016 and will affect all staff members other than Winnie Logan and Lisa Stamm; as of December 1st, all other staff members will be eligible for overtime pay and will be classified as Salaried Non-Exempt. As a public agency, the library is permitted to offer compensatory time in lieu of cash overtime pay. Various statistics were reviewed; circulation and door counts were up for the month. Efforts continue with the city government and police to have the electricity turned on in the parking lot in order to power the lights and reduce the loitering and inappropriate behavior of persons who regularly gather there. Joda Guffey, Part-time Children's Assistant, retired effective Oct. 2; Erica Bishop was hired as Part-time Children's Assistant effective Nov. 8. A donation of \$60 was received from the Knightstown High School Class of 1960 in memory of Patricia Ziglar. A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the Director's report. Motion carried.

OLD BUSINESS:

Jeff Ray contacted Nancy Paul to inquire about his October proposal of the library commissioning a piece of art to commemorate its 100th anniversary; she directed him to speak with Helen Hay about ideas for an outdoor piece to potentially be installed during spring 2017. It was decided that a tree would not be planted for this purpose.

NEW BUSINESS:

A motion was made by Kevin Thornburg and seconded by Nancy Paul approving the 2017 salary schedule. Motion carried.

A motion was made by Ramona Hacker and seconded by Nancy Renner approving the 2017 holiday schedule. Motion carried.

A motion was made by Linda Shore and seconded by Ramona Hacker approving the 2017 Board meeting schedule. Motion carried.

A motion was made by Kevin Thornburg and seconded by Nancy Renner for the approval of an amended Meeting Room Policy. Motion carried.

A motion was made by Nancy Paul and seconded by Kevin Thornburg approving Employee Handbook revisions to include Overtime Policy; Holiday Policy; retirement plan options. Motion carried.

Winnie Logan reported for Friends' President Kaye Williams. The Friends sold the pewter carousel set to an anonymous buyer for \$1000. The Holiday Sale will occur on December 3, 2016 and will feature a Buy 5, Get 1 Free incentive to customers. A donation of leather-bound books that smelled of cigarette smoke received a treatment in ServPro's ozone room, which eradicated the odor; the books are now saleable.

A motion was made by Nancy Paul and seconded by Ramona Hacker for adjournment. The meeting adjourned at 4:50 p.m.

Lisa Stamm