



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

September 17, 2018

4:00 p.m.

The Public Hearing for the Library's 2018 Budget was opened at 4:00 p.m. No one appeared for discussion and the meeting was closed. A motion was made by Kevin Thornburg and seconded by Ramona Hacker to close the meeting. Motion carried.

The regular monthly Board meeting opened immediately at 4:05 p.m.

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

Others Present: Winnie Logan Brenda Martinez
Travis Weik

AGENDA

A motion was made by Kevin Thornburg and seconded by Nancy Renner for the approval of the agenda of the September 17, 2018 meeting. Motion carried.

MINUTES

A motion was made by Nancy Renner and seconded by Nancy Cook for the approval of the minutes of the August 20, 2018 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Voided Check # 125790; Warrants #125794 - 125860, payroll Check #25346 – 25348 checks #25349 - 25350 were reviewed and signed for approval. Brenda introduced the Operating Receipt Summaries report. She explained all the revenues the library receives during the year. Brenda reviewed the financial and encumbered reports. Brenda stated that the 2017 Audit is finished and will follow through with State Board of Accounts recommendations. There were no major concerns to report. A motion was made by Ramona Hacker and seconded by Nancy Cook for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Winnie gave her monthly Director's Report. Henry County Reads began early with a kickoff on September 14. The library will be closed on September 28 for staff training day. Staff will be trained on responding to active shooter situations with the Indiana State Police and will learn ways to better engage with the community. Winnie also reported that the Overdrive consortium has added top 50 electronic magazines to the collection. She reviewed the patron activities and statistical data for the month of August. Staff changes, travel and donations were reported. A motion was made by Linda Shore and seconded by Nancy Renner for the approval of the Director's report. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

A motion was made by Linda Shore and seconded by Ramona Hacker to create a \$200 cash fund in accordance with State Board of Accounts recommendations to keep in the Business Office and use as needed to make change.

Winnie has been working with vendors to furnish the new study rooms. She presented the furniture and cost from Complete Office Supply. Winnie also stated Friends were interested in providing furniture for one of the study rooms. Winnie is requesting funds from the Construction Fund to buy the furniture. A motion was made by Kevin Thornburg and seconded by Linda Shore to pay for the furniture from the Construction fund and to cap at \$15,000. Motion carried.

Winnie reminded the board it was time for the Director's Performance Evaluation. The same form as was used in 2017 will be used again. Board members should complete their evaluations and turn them into Board President, Linda Madison by the October meeting. An executive session will be held in November to go over the evaluation with Winnie.

Winnie reported for Christy Tompkins, Friends President, that they received \$700 from the book sale. The online sales continue to be a good source of revenue for the Friends. The next book sale is scheduled for October 20. Friends continue to need large print and audio books.

A motion was made by Kevin Thornburg and seconded by Linda Shore for adjournment. The meeting adjourned at 4:55 p.m.

Respectfully Submitted,
Brenda Martinez