

MINUTES  
Marjorie Johnson Board Room, 376 S. 15<sup>th</sup> Street, New Castle, IN 47362  
April 18, 2016

Roll:	Linda Madison Nancy Paul Kevin Thornburg	Linda Shore Nancy Renner
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Others Present:	Winnie Logan Helen L. Hay Kaye Williams	Lisa Stamm Brenda Martinez
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NOTE: While typing the April minutes I realized I had the wrong ending voucher number listed on the March minutes. The ending warrant number should have been 123640. (Make note of this correction at the beginning of the May 16<sup>th</sup> Board meeting). H. L. Hay

MINUTES

A motion was made by Linda Shore and seconded by Nancy Paul for the approval of the minutes of the March 21, 2016 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for March 2016 (Warrants 123641 – 123701). Brenda gave a detailed explanation of the monthly Financial Report in correlation to the Bank Balances Report for the benefit of new Board members. As approved last month, \$100,000 has been transferred from the Unrestricted Gift Fund to help with cash flow until the June Tax settlement check arrives. Brenda will track all transfers for amounts of interest due to be repaid along with the borrowed Unrestricted Gift Funds. A motion was made by Kevin Thornburg and seconded by Nancy Paul for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Water leaks in the Children's Story Room and along the north wall of the Carnegie structure have resulted in ServPro being called in to evaluate the situation. Black mold has been found in the north wall. They are working to remove sections of drywall and treat the areas. We are in the process of soliciting quotes for repairing the underlying structural problems that have caused these water issues. This will not be repaired until the rainy season is over and work can be completed. The next Centennial monthly celebrations will be a Fashion show on April 22 and the Centennial Garden reveal on May 7. Various stats were reviewed. Staff changes since last Board meeting are: 1). Don Showalter – Part-time Security Officer – resigned effective March 17 2). Molly Gore – Full-time Learning Center Coordinator – resigned effective April 5 3). Robin Ritchie – hired as Part-time Learning Center Coordinator – effective April 18 4). Noelle Gudger – Part-time Help Desk Technician – resigned effective April 23 5). Elizabeth Johnson – Part-time Circulation Assistant – resigned effective April 24. Ben & Pat French gave a \$50 donation in memory of Gabi Mathis and Christie Fouse gave a \$50 donation for the Mobile Library. A motion was made by Nancy Renner and seconded by Linda Shore for the approval of the Director's report. Motion carried.

OLD BUSINESS:

The LED lighting project is in process and will most likely be completed by the next Board meeting.

NEW BUSINESS:

A motion /resolution to adopt the internal control standards defined by the State Board of Accounts as contained in the Uniform Internal Controls Standard for the Indiana Political Subdivisions manual and to ensure personnel training was made by Linda Shore and seconded by Nancy Paul for adoption. Motion carried. The resolution was signed and will be filed.

A detailed estimate from ServPro was reviewed for the amount of \$2,219.51 for the removal of damaged drywall and drying out the wet areas. This amount does not include the remediation of mold in the damaged areas. A motion was made by Kevin Thornburg and seconded by Nancy Paul approving the payment of the \$2,219.51 to ServPro and for this to be paid with Construction Funds. Motion carried.

A motion was made by Kevin Thornburg and seconded by Nancy Renner for the approval of the revised Unacceptable Behavior Policy. Motion carried.

The Materials Circulation Policy has been updated to include Video Games and to include sending electronic notices for overdue materials. A motion was made by Nancy Renner and seconded by Linda Shore for the approval of the updated Materials Circulation Policy. Motion carried.

In light of recent budget reductions, several staff positions were evaluated for reduction. The following staff changes were presented:

- Adult Programming Coordinator – eliminated effective 1/11/16
- Learning Center Coordinator – reduced to part-time effective 4/18/16
- Part-Time Circulation Assistant – unfilled effective 1/18/16
- Part-Time Help Desk Technician – unfilled effective 4/23/16
- Receptionist – eliminated effective 5/30/16

If approved, the changes would result in approximately \$72,436 saved by the end of 2016. A motion was made by Kevin Thornburg and seconded by Linda Shore approving the proposed changes with the amendment of the effective date of the receptionist position to be June 17, 2016 and approving payment of accrued PTO to the employee affected by the elimination. Motion carried.

A revised Paid Time Off Policy was presented for discussion. The revised policy would allow employees to bank a portion of PTO time to be used for extended leave purposes. It also reduces the number of hours that would be paid out at termination of employment. The policy will be brought to the May meeting for possible approval.

A motion was made by Linda Shore and seconded by Nancy Paul approving changing the library hours to be closed on Sundays from Memorial Day to Labor Day. This was the schedule the library operated under for years before last year's trial of being open on Sundays during the summer. Motion carried.

Kaye Williams, Friends' President, thanked Winnie for assisting with the ribbon-cutting of the new Book Shop at the Friends' annual meeting. The big change for Friends this year is closing down the Gift Shop and changing it to a Book Shop. The Friends' very best books will be in the Book Shop for sale all hours the library is open. Due to some problem with postal delivery invitations were not received in a timely manner causing attendance to be down this year. Book sales return to Saturdays with the next dates of May 21 and June 18 from noon until 4:00 p.m.

A motion was made by Linda Shore and seconded by Nancy Renner for adjournment. The meeting adjourned at 5:25 p.m.

Helen L. Hay