

MINUTES

Marjorie Johnson Board Room, 376 S. 15<sup>th</sup> Street, New Castle, IN 47362  
March 21, 2016

Roll:	Linda Madison Linda Shore	Kevin Thornburg Tom Sproles
Others Present:	Winnie Logan Helen L. Hay Kaye Williams	Lisa Stamm Brenda Martinez Travis Weik

MINUTES

A motion was made by Tom Sproles and seconded by Linda Shore for the approval of the minutes of the February 15, 2016 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for Feb. 2016 (Warrants 123566 – 123583). Due to recent changes to Indiana Code 5-11-1-27, additional internal controls are being put into practice. The Director will be signing off on each individual claim and the Board President will sign checks for monthly payments in the absence of the Treasurer. Brenda reviewed the Financial and Encumbered reports. A motion was made by Linda Shore and seconded by Kevin Thornburg for the approval of the Financial reports. Motion carried. At this time no advance tax draws have been received and Brenda made a request to temporarily borrow from the Unrestricted Gift Fund to provide the necessary cash flow until the June 30 Tax settlement is received. The temporary loan would be returned to the Unrestricted Gift Fund as soon as the June Tax settlement funds are received. A motion was made by Tom Sproles and seconded by Linda Shore for the approval to temporarily borrow from the Unrestricted Gift Fund as needed for Operating expenses up to \$235,000, which will be repaid upon receipt of the June Tax settlement. Motion carried.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. The Administration hallway has been secured through the installation of a key pad lock. Staff members that need access have been given the pass code and this process is working well. The State Board of Accounts has developed a manual that contains the acceptable minimum level of internal control standards that are to be in place by June 30, 2016. Many of these suggested controls are already being done, but need to be documented in a policy and staff will be trained on proper procedures. The Library Board has the ultimate responsibility to oversee and monitor that the internal controls have been implemented and are being followed. Various statistics were reviewed. There were no staff changes this month. No action was necessary.

OLD BUSINESS:

An LED Lighting proposal has been submitted from Energy Harness from Indianapolis. A very detailed audit listing our current usage, replacement usage, electrical savings, maintenance savings, materials & installation, utility rebates, out of pocket cost, return on investment and savings over the 15 year project life was included. Custom Electrical Services, came and walked around our facility, but never submitted

a proposal. Winnie suggested we award the project to Energy Harness and use Construction Funds to pay for the project. After further discussion, it was decided to seek out a third bid. A motion was made by Linda Shore and seconded by Kevin Thornburg to conditionally approve the LED Lighting proposal from Energy Harness should the search for the third bid remain unsuccessful. Motion carried.

NEW BUSINESS:

A new Request for Public Records Policy was presented for review. Requests must also be submitted on the Library's Public Records Request Form. A motion was made by Tom Sproles and seconded by Linda Shore approving the new Requests for Public Records Policy as presented. Motion carried.

The meeting room policy was presented for approval. The revised policy included changes to the section dealing with not-for-profit groups. A motion was made by Linda Shore and seconded by Tom Sproles for the approval of the updates to the Meeting Room Policy. Motion carried.

A request of \$2,500 from the Gift Fund was made for support for the Henry County Reads Program. This makes it possible to purchase a large number of paperback books to be distributed throughout the community for this annual event. Other financial supporters will be solicited. A motion was made by Tom Sproles and seconded by Kevin Thornburg for the approval to use \$2,500 from Gift Funds for the 2016 annual Henry County Reads Program. Motion carried.

Kaye Williams, Friends' President, brought us up to date with announcements of upcoming events. The next book sale will be March 22 from 2:00 until 6:00 p.m. Seasonal items in the Gift Shop will be reduced to 75% off. Friends' annual meeting is scheduled for April 11, at 6:00 p.m. in the auditorium. Some shelving has been purchased from a special Ball State sale and it is already being used.

A motion was made by Linda Shore and seconded by Tom Sproles for adjournment. The meeting adjourned at 5:10 p.m.

Helen L. Hay