



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

December 9, 2019

4:00 p.m.

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

Others Present: Winnie Logan Alissa Orr Brenda Martinez
Travis Weik

AGENDA

A motion was made by Kevin Thornburg and seconded by Ramona Hacker for the approval of the agenda for the December 9, 2019 meeting. Motion carried.

MINUTES

A motion was made by Ramona Hacker and seconded by Kevin Thornburg for the approval of the minutes of the November 18, 2019 meeting. Motion carried.

A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the minutes of the November 18, 2019 Executive Session. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #126881-126969, Payroll Checks #25401, were reviewed and signed for approval. Brenda reviewed the financial and bank reports. Brenda reported that we are on track to finish the year with a healthy ending balance. A motion was made by Kevin Thornburg and seconded by Ramona Hacker for the approval of the financial report. Motion carried.

Brenda reviewed the transfer list for 12/31/2019 and gave explanations of the transfers made within the expenditure classifications. A motion was made by Ramona Hacker and seconded by Kevin Thornburg for the approval of the transfer list as presented. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that we are currently receiving bids for a small renovation project on the library's upper level. The previously dedicated space for tax forms in the reference area is being underutilized because of the decline of paper tax forms. We have been interested in redesigning this space and would like to have the built-in cabinets removed and replaced with free standing study carrels that will provide semi-private work space for patrons. The project will include removing the

cabinets and counter top, replacing wall covering and carpet in the area. Winnie plans to present the bids at the January meeting for board approval.

Winnie reported that she has renewed the contract with Work One for another year.

The board expressed concerns about lighting and parking lot maintenance of the North parking lot. Winnie expressed that she will be meeting with the city to discuss possible options to the problem.

Winnie reported that Sydney Turney was hired as the new part time Children's Services Assistant effective November 25.

Winnie reported the travel for the month. Winnie Logan attended the ADOLPLI Fall Meeting in Elkhart, IN. Winnie Logan attended the IPLA Advisory Board Meeting in Indianapolis, IN. Winnie Logan attended the East Central Indiana Director's Roundtable in Centerville, IN. A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the Directors report. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Winnie reviewed The 2019 Salary Resolution and gave explanations for the changes. A motion was made by Ramona Hacker and seconded by Linda Brock for the approval of the 2020 Salary Resolution as presented. Motion carried.

Winnie presented updates to the Meeting Room Policy. A motion was made by Linda Shore and seconded by Ramona Hacker to approve Meeting Room Policy updates as presented. Motion carried.

Winnie presented a gift fund request for the purchase of new furniture for the South West tower. This area previously held our paperback collection. The paperbacks have been interfiled in the general collection and this area is now being used for graphic novels. Winnie requested the purchase of three tables with twelve chairs and an additional two side chairs. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the gift fund request as presented. Motion carried.

FRIENDS OF THE LIBRARY

Christy Tompkins, Friends' President, was not present for the board meeting. Winnie reported that the next Noteworthy concert is December 12 featuring My Brother's Keeper. The next book sale is December 14.

Thank you and good byes were said to Kevin Thornburg, who attended his last meeting as a Board Member. He will be greatly missed on the Library Board!

A motion was made by Ramona Hacker and seconded by Kevin Thornburg for adjournment. The meeting adjourned at 5:07 p.m.

Respectfully Submitted,
Alissa Orr