



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

January 28, 2018

4:30 p.m.

Roll: Linda Madison Linda Brock
Kevin Thornburg Nancy Cook

Others Present: Winnie Logan Alissa Orr Brenda Martinez
Christy Thompkins Travis Weik

Winnie Logan, Director, opened the meeting at 4:30 p.m. A motion was made by Nancy Cook and seconded by Linda Madison nominating Linda Madison for President, Kevin Thornburg for Vice President, Linda Shore for Secretary, and Ramona Hacker for Treasure of the Library Board. Motion carried. President, Linda Madison, called the regular Board meeting to order.

AGENDA

A motion was made by Kevin Thornburg and seconded by Nancy Cook for the approval of the agenda for the January 28, 2019 meeting. Motion carried.

MINUTES

A motion was made by Kevin Thornburg and seconded by Nancy Cook for the approval of the minutes of the December 10, 2018 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: VOID CHECK 126062 Warrants #126075 – 126196, Payroll Checks #25363 – 25364, #25365-25366, #25367-25368, #25369-25371 were reviewed and signed for approval. Brenda reviewed the month and year end financial reports and gave a breakdown of the revenues received from all funds for 2018. Brenda stated that she was very happy with the healthy ending balance for 2018. A motion was made by Kevin Thornburg and seconded by Nancy Cook for the approval of the financial reports. Motion carried.

Brenda reviewed the Cancellation of Outstanding Checks/Warrants and asked for approval to cancel three outstanding checks from 2016 for a total of \$96.50. A motion was made by Nancy Cook and seconded by Kevin Thornburg for the approval to cancel Checks # 123875, 124249, and 124287 totaling \$96.50. Motion carried.

Brenda had Board Members sign the Treasurer's Bond. The NC-HC Public Library Construction Quarterly fund was reviewed. No motion needed

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the library recently subscribed to a new online service called Niche Academy which provides ready-to-use tutorials for many electronic resources available through the library. This service will also allow us to create our own tutorials for staff training needs.

Winnie reported that over the New Year's holiday the circulating pump in the boiler failed and caused a leak. The bearings also had to be replaced in the pumps. The total cost for these repairs will be approximately \$5,000. The leak also damaged the garage door opener.

Winnie reported that Winter Reading has begun and runs through February 15th. The staff is trying a final party for participants rather than a grand prize this year.

Winnie reported the December statistics on library activities and the value it brings to the community. The five year physical circulation and library visit decrease was also reported. The staff will be working on ideas of how to increase both visits and circulation.

Winnie reported that two new staff members have been added to the library. Kate McMillan is the new part time Learning Center Coordinator effective January 7th. Remington Stegbauer was also hired as a part time reference assistant effective January 15. A motion was made by Kevin Thornburg and seconded by Linda Brock for approval of the Director's report. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

The Library Board of Trustees' Bylaws were reviewed. A motion was made by Nancy Cook and seconded by Kevin Thornburg approving the Bylaws with no changes. Motion carried.

The Internet Safety and Computer Use Policy was reviewed. A motion was made by Kevin Thornburg and seconded by Linda Brock approving the Internet Safety Policy with no changes. Motion carried.

A motion was made by Kevin Thornburg and seconded by Linda Brock to keep the Non-Resident Fee set at \$60.00 per year. Motion carried.

The Fines and Fees Schedule was reviewed. The Library recently purchased a poster printer. Winnie requested an updated to include poster prints for \$1.50 per foot on the Fines and Fees Schedule. A motion was made by Nancy Cook and seconded by Kevin Thornburg to update the Fines and Fees Schedule as presented. Motion carried.

FRIENDS OF THE LIBRARY

Christy Tompkins, Friends' President, stated that the next book sale is scheduled for February 9, 2019. Christy mentioned the next Noteworthy performance would be Ennis Clare on March 28, 2019 at 7:00 pm. The Friends of the Library are celebrating their 20th anniversary this year. In celebration of the anniversary The Friends are offering a \$500 scholarship to a library staff member who would like to further their education. The scholarship winner will be announced at the Friends annual meeting on April 8th 2019.

A motion was made by Nancy Cook and seconded by Kevin Thornburg for adjournment. The meeting adjourned at 5:42 p.m. and the annual Board of Finance meeting was opened immediately.

A motion was made by Nancy Cook and seconded by Linda Brock nominating Kevin Thornburg as President of the annual Board of Finance meeting. Motion carried. Kevin Thornburg conducted the remainder of the meeting.

A motion was made by Nancy Cook and seconded by Linda Madison nominating Linda Brock as Secretary of the Board of Finance meeting. Motion carried.

Brenda handed out copies of the Annual Investment Report for the year ending 2018. Bank Depositories were noted for 2018 – 2019. Brenda stated that the library funds are FDIC and PDIF insured. Brenda reviewed the multiple library funds and did an interest earned growth comparison for the years 2016 – 2018. Brenda was pleased to present to the board a total interest earned of \$36,971.94 for 2018 from all library funds. The Bank balances were reported to the board. Brenda suggested that \$300,000 be moved from Citizens to a Business Savings Account at First Merchants. At First Merchants the account will earn 2% interest regardless of the balance. A motion was made by Linda Madison and seconded by Nancy Cook to approve the Investment Report as presented. Motion carried.

The Library's Investment Policy was reviewed. No changes were necessary. A motion was made by Nancy Cook and seconded by Brock for the approval of the Library's Investment Policy. Motion carried.

A motion was made by Linda Madison and seconded by Linda Brock designating The Courier Times and the Middletown News as the newspapers for all advertising notices. Motion carried.

A motion was made by Nancy Cook and seconded by Linda Brock for adjournment. The meeting adjourned at 6:05 p.m.

Respectfully Submitted,
Alissa Orr