



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

### MINUTES

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

February 17, 2020

4:00 p.m.

<b>Present:</b>	Linda Madison	Linda Brock	Ramona Hacker
	Tom Sproles	Linda Shore	
<b>Absent:</b>	Terry Matney	Nancy Cook	
<b>Others Present:</b>	Winnie Logan	Alissa Orr	Brenda Martinez
	Travis Weik		

### AGENDA

A motion was made by Ramona Hacker and seconded by Linda Brock for the approval of the agenda for the February 17, 2020 meeting. Motion carried.

### MINUTES

A motion was made by Tom Sproles and seconded by Ramona Hacker for the approval of the minutes of the January 27, 2020 meeting. Motion carried.

### FINANCIAL REPORTS

Register of Claims: Warrants #127070 – 127124, Payroll Checks #25408 were reviewed and signed for approval. Brenda reviewed the financial and bank reports.

Brenda requested a signature from Board President, Linda Madison, authorizing Brenda Martinez, Business Manager, to perform duties as needed for the Public Employment Retirement Pension Fund. Brenda also requested signatures from four Board members to allow Board Treasurer, Ramona Hacker, to be named on the Treasurer's Bond that needs to be recorded in the Records Office.

A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the financial reports. Motion carried.

### DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly and yearly report. Winnie reported that during a routine bedbug inspection on January 29, the Friends Book Sale Room received a particularly bad report. It was suggested that the library heat treat everything in the room. The Friends Executive Committee and Winnie jointly decided that this would be a very time consuming and difficult task and therefore decided

to contact a pest control company to come and heat treat the entire room at one time. The cost was shared between the Friends and the library and the room was treated on January 31. Winnie reported that this type of treatment allowed the library to put some furniture that needed treated in the room to be treated as well. Winnie reported that the library's policy has been to take a very aggressive approach to dealing with the bedbug issues and as a result, the library is able to confidently tell our community that we are doing everything possible to ensure that our building and materials are pest-free.

Winnie reported that she went to a city council meeting on February 3 to see if the library parking lot was addressed. The issue was not addressed at the February meeting.

There were no staff changes to report. Winnie reported that she traveled to the Evergreen Indiana Executive Committee Meeting on February 11 in Plainfield, IN.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

The Photography, Filming and Videography Policy was reviewed. A motion was made by Ramona Hacker and seconded by Linda Brock approving the of Photography, Filming and Videography Policy as presented. Motion carried.

The Access to Public Records Policy was reviewed. A motion was made by Tom Sproles and seconded by Ramona Hacker approving the Access to Public Records Policy as presented. Motion carried.

### **FRIENDS OF THE LIBRARY**

Christy Tompkins, Friends' President was unable to attend the meeting. Winnie reported that the Friends annual meeting will be held on April 13<sup>th</sup>.

A motion was made by Tom Sproles seconded by Ramona Hacker for adjournment. The regular meeting adjourned at 5:03 p.m.

Respectfully Submitted,  
Alissa Orr