



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

Google Meet with Live Stream on YouTube

April 20, 2020

4:00 p.m.

Present: Linda Madison Linda Brock Ramona Hacker
Terry Matney Linda Shore Nancy Cook

Absent: Tom Sproles

Others Present: Winnie Logan Alissa Orr Brenda Martinez
Christy Tompkins

AGENDA

A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of the agenda for the April 20, 2020 meeting. Motion carried.

MINUTES

A motion was made by Nancy Cook and seconded by Ramona Hacker for the approval of the minutes of the March 16, 2020 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #127192 – 127244, VOIDED CHECKS # 127207, 127208 were reviewed for approval. Brenda reviewed the financial and bank reports. Brenda reported that library spending looks different due to Covid-19 but continues to have a healthy operating balance. A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of the financial reports. Motion carried.

A motion was made by Nancy Cook and seconded by Ramona Hacker for the approval of stamping Library checks until the Library Board can once again meet in person. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the library has been closed to the public since the last board meeting on March 16. During the closure staff has been working on ways to continue to provide services electronically and virtually. Several events have transitioned to online experience such as Facebook Live book discussions and other programs when possible. Winnie reported that the library is now offering phone reference Monday-Friday from 2-5 p.m. which allows

patrons to speak to a real person rather than simply interacting with library staff by email or voicemail. Winnie reported that many staff members have continued working on projects from home such as attending professional development webinars, writing book review blogs and other projects.

There were no staff changes or travel to report. Winnie reported the library has been receiving donations in memory of Valerie VanMatre.

OLD BUSINESS

None

NEW BUSINESS

Winnie introduced a plan for the Library's phased reopening. The plan consists of five phases. Winnie stated that the library is currently in phase one but hopes to move to phase two in the coming weeks. Winnie reminded the board that the dates listed are not definite. The library will proceed with caution to protect both our staff and patrons. Winnie stated that as staff members return to the library their job responsibilities may not be the same as they were before the closure.

Winnie requested the use of Gift Funds to increase the library's budget for electronic materials. Winnie reported that due to the library's closure electronic resources have been used at an increasing rate. A motion was made by Terry Matney and seconded by Linda Shore approving the use of gift funds to increase the library's budget for electronic resources at Winnie's discretion. Motion carried.

FRIENDS OF THE LIBRARY

Christy Tompkins, Friends' President reported that the Friends annual meeting has been canceled and all business will be done by mail. Online sales have continued but the sale amount has not been reported.

A motion was made by Ramona Hacker seconded by Terry Matney for adjournment. The regular meeting adjourned at 4:50 p.m.

Respectfully Submitted,
Alissa Orr