



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

**MINUTES**  
**Auditorium of the New Castle Library**  
**October 19, 2020**  
**4:00 p.m.**

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

**Absent:** Tom Sproles

**Others Present:** Winnie Logan                      Brenda Martinez                      Alissa Orr  
                    Joyce Winchester

### **AGENDA**

A motion was made by Ramona Hacker and seconded by Nancy Cook for the approval of the agenda for the October 19, 2020 meeting. Motion carried.

### **MINUTES**

A motion was made by Terry Matney and seconded by Ramona Hacker for the approval of the minutes of the September 21, 2020 meeting. Motion carried.

### **FINANCIAL REPORTS**

Register of Claims: Warrants #127536-127597 were reviewed for approval. Brenda reviewed the financial and bank reports. Brenda reported that the library's January 1, 2018 to December 31, 2019 audit is underway and is going well. The audit should be finalized around the end of October. Brenda reported that the COVID 19 relief grant was received. Brenda reported that the library's operating balance is currently at 60.5% spent for the year and is on track to end the year with a healthy operating balance. A motion was made by Linda Shore and seconded by Nancy Cook for the approval of the financial reports. Motion carried.

### **DIRECTOR'S REPORT**

Director, Winnie Logan, reviewed her monthly report. Winnie reported that she attended the City Council meeting on October 5 to continue discussions about the library receiving ownership of the parking lot on the North side of the building. The council agreed to take the matter under consideration

and the library board will be receiving a letter from the city attorney outlining the city's concerns and any terms that they would require.

Winnie reported that Linda Madison, board president, will be leaving the library board at the end of the year when her term expires. Linda Madison has served the community on the library board for 16 years. Winnie has notified the County Council that there will be a vacancy on the board effective 1/1/21. Winnie reported that in the past the County Council has advertised for applicants who may be interested in being appointed to the board. Winnie encouraged board members to let anyone they believe would be great addition to the board know about the vacancy and encourage them to apply.

Winnie reported that the full Time Technical Services assistant, Karen Trent, retired effective October 1. Winnie reported that the position is being filled by a current library staff member, Austyn Bolander, but a start date has not been decided.

Winnie reported the virtual travel/training for library staff. Krystal Stanich and Lynn Thomas attended the ILF Virtual Youth Services Conference on August 17-19. Winnie Logan attended a Public Funds Management Webinar on September 4.

Winnie reported that the library received \$9.25 in small donations from various patrons.

A motion was made by Ramona Hacker and seconded by Linda Brock for the approval of the director's report. Motion carried.

### **OLD BUSINESS**

Winnie reviewed the advertised budgets, levies and tax rates for 2021. A motion was made by Terry Matney and seconded by Linda Brock for the approval to adopt the 2021 Budget. Motion carried. Board members signed the budget resolution. Winnie will submit the adopted budget and upload the signed resolution through the online Indiana Gateway for government units.

### **NEW BUSINESS**

Winnie presented the Internal Controls Policy for review. The policy had no updates. A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the Internal Controls Policy with no changes. Motion carried.

Winnie presented Employee Health Insurance Renewal options. A motion was made by Linda Shore and seconded by Linda Brock to approve either employee health insurance renewal option presented at the directors discretion with the library continuing to pay 75% of the insurance cost and a \$1,000 allowance for HAS. Motion carried.

Winnie presented an updated Health and Safety Reopening Procedure. A statement that the library complies with the State of Indiana mask mandate was added to the procedure. Computer usage was also updated and patrons no longer need an appointment for computer usage. A motion was made by Nancy Cook and seconded by Ramona Hacker for the approval of the updated Health and Safety Reopening Procedure. Motion carried.

## **FRIENDS OF THE LIBRARY**

Joyce Winchester, Friends' President, reported that the Friends book sale on October 17 brought in \$400. The next Friends book sale will be December 12. Joyce reported that the next Noteworthy concert will be November 19 with the Kraig Kenning. Provided there is good weather the concert will take place at the 1400 Plaza. If weather does not allow an outside performance the concert will take place in the library auditorium with limited seating. Joyce reported that the December Noteworthy musician has canceled but the friends are hoping to have the Madrigals perform instead.

A motion was made by Terry Matney and seconded by Linda Brock for adjournment. The regular meeting adjourned at 4:56pm.

Respectfully Submitted,  
Alissa Orr