



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

January 27, 2020

4:00 p.m.

Present:	Linda Madison	Linda Brock	Ramona Hacker
	Terry Matney	Nancy Cook	
Absent:	Tom Sproles	Linda Shore	
Others Present:	Winnie Logan	Alissa Orr	Brenda Martinez
	Christy Thompkins		

Winnie Logan, Director, opened the meeting at 4:00 p.m. A motion was made by Linda Brock and seconded by Ramona Hacker nominating Linda Madison for President. Motion carried. A motion was made by Nancy Cook and seconded by Ramona Hacker nominating Linda Brock for Vice-President. Motion carried. A motion was made by Linda Brock and seconded by Ramona Hacker nominating Linda Shore for Secretary. Motion carried. A motion was made by Nancy Cook and seconded by Linda Brock nominating Ramona Hacker for Treasurer. Motion carried. Linda Madison, called the regular Board meeting to order.

AGENDA

A motion was made by Ramona Hacker and seconded by Terry Matney for the approval of the agenda for the January 27, 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 December 9, 2019 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: December: VOIDED CHECKS# 126901, 126918 Warrants #126970 – 127006, Payroll Checks #25402 – 25403 January: VOIDED CHECKS 25404, 25406 Warrants # 127007-127069, Payroll Checks # 25405, 25407 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 2019. Brenda stated that she was very happy with the healthy ending balance for 2019. A motion was made by Nancy Cook and seconded by Ramona Hacker 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 2017 for a total of \$1,245.70. A motion was made by Linda Brock and

seconded by Nancy Cook for the approval to cancel Checks # 124505, 124559, and 124667 totaling \$1,245.70. 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 cost of snow removal and salting the lot and sidewalks has been minimal due to the mild winter weather. Winnie stated that the library is a vital service in our community and therefore we try to stay open during inclement weather conditions. Over the last couple years Winnie has used delayed openings as a way to still provide service while balancing the safety concerns of staff members. Winnie stated that as long as Henry County is not at the highest level of travel restrictions, the library will try to open. Winnie reported that on December 16, the library delayed opening until 10am and closed early at 8pm. There was also a delayed opening on December 17.

Winnie reported that the Indiana Library Federation is once again encouraging libraries to participate in the We Love Our Libraries campaign during the week of Valentine's Day –February 9-15. The library has partnered with the Friends once again to order more We Love Our Library signs. Each board member received a sign.

Winnie reported that she had a very good meeting with Mayor York on January 14. Winnie took the opportunity to update the mayor on the good things that are happening at the library as well as discuss our security concerns. The mayor stated that he understood the situation with the parking lot lights and said that he will work on having them connected. Winnie reported that they also discussed the possibility of the library taking ownership of the parking lot. The mayor said he would need to discuss it with the City Council and will plan to bring it up at their first meeting in February. Winnie will be attending the City Council meeting on February 3 at 6:30 pm and encouraged board members to attend as well. After a few questions from board members Winnie will be investigating to make sure there is nothing under the parking lot and also what changes would occur to our insurance plan if we take ownership of the lot.

Winnie reported that the Henry County Reads Committee has made the decision to once again apply for a Big Read grant through the National Endowment for the Arts. The book selected is a play – Our Town by Thornton Wilder. The committee is currently working on planning events and building partnerships to help make this year's program very special. The kickoff event is on the calendar for Sunday, September 27 at 1400 Plaza in downtown New Castle.

Winnie reported that we have made the decision to move our library email from an in-house exchange server to using G Suite by Google Cloud. The system was tested with several staff members last fall and will be implemented for all staff over the course of the next few weeks. Our staff email addresses will now be much simpler using the domain nhcpl.org rather than the nhcpl.lib.in.us domain.

Winnie reported that the NCHC Public Library is ranked sixth for the 2019 top resource sharing libraries in the Evergreen Indiana Library consortium.

Winnie reported that the part time children's services assistant Amanda Ferguson, resigned effective January 14. Makayla Maddy promoted from part time to full time Children's Assistant effective January 20. A motion was made by Ramona Hacker and seconded by Nancy Cook 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 Linda Brock and seconded by Ramona Hacker approving the Bylaws with no changes. Motion carried.

The Internet Safety and Computer Use Policy was reviewed. A motion was made by Terry Matney and seconded by Ramona Hacker approving the Internet Safety and Computer Use Policy as presented. Motion carried.

A motion was made by Terry Matney and seconded by Linda Brock to change the Non-Resident Fee to \$50.00 per year. Motion carried.

Winnie reviewed the staff computer RFQ proposal. Three companies were contacted. Vital Computing LLC was the only company that submitted a bid. A motion was made by Linda Brock and seconded by Ramona Hacker for the approval of 36-month Fair Market Value proposal from Vital Computing.

Winnie submitted a resolution to adjust operating fund appropriations. Winne requested that \$2,086 be transferred from capital outlays 4.52 (\$886), 4.58 (\$500), 4.59(\$200) and 4.72 (\$500) to capital outlays 4.55 and 4.91. 4.55 would receive \$1,386 and the new subcategory LIBRARY OF THINGS would receive \$700. A motion was made by Nancy Cook and seconded by Linda Brock approving the resolution to adjust operating fund appropriations. Motion carried.

The tax form area remodel bids were reviewed by board members. M C Construction LLC, Pridemark Construction and Maintain Corp. USA each submitted bids for the project. A motion was made by Ramona Hacker and seconded by Linda Brock for approval of the Pridemark construction bid to be paid out of the construction fund. Motion carried.

FRIENDS OF THE LIBRARY

Christy Tompkins, Friends' President, stated that the next book sale is scheduled for February 8, 2020. There will also be a teacher's only sale on February 29. The last book sale brought in \$500. The 2019 online sales were \$4,103. The Friends annual meeting will be held on April 13th.

A motion was made by Nancy Cook and seconded by Linda Brock for adjournment. The regular meeting adjourned at 5:32 p.m. and the annual Board of Finance meeting was opened immediately.

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

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

Brenda handed out copies of the Annual Investment Report for the year ending 2019. Bank Depositories were noted for 2019 – 2020. 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 – 2019. Brenda was pleased to present to the board a total interest earned of \$58,851.48 for 2019 from all library funds. The Bank balances were reported to the board. A motion was made by Linda Madison and seconded by Ramona Hacker 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 Linda Madison and seconded by Ramona Hacker for the approval of the Library's Investment Policy. Motion carried.

A motion was made by Ramona Hacker and seconded by Terry Matney designating The Courier Times and the Middletown News as the newspapers for all advertising notices. Motion carried.

A motion was made by Ramona Hacker and seconded by Linda Madison for adjournment. The meeting adjourned at 5:49 p.m.

Respectfully Submitted,
Alissa Orr