



# 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

March 16, 2020

4:00 p.m.

<b>Present:</b>	Linda Madison	Linda Brock	Ramona Hacker
	Terry Matney	Linda Shore	
<b>Absent:</b>	Tom Sproles	Nancy Cook (attended virtually)	
<b>Others Present:</b>	Winnie Logan	Alissa Orr	Brenda Martinez
	Travis Weik	Robin Ritchie	Christy Tompkins
	Krystal Stanich	Mary Hammons	Sydney Turney

### AGENDA

A motion was made by Terry Matney and seconded by Linda Brock for the approval of the agenda for the March 16, 2020 meeting. Motion carried.

### MINUTES

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

### FINANCIAL REPORTS

Register of Claims: Warrants #127125– 127191, Payroll Checks #25409-25410 were reviewed and signed for approval. Brenda reviewed the financial and bank reports. Brenda reported that the library is on track with its spending for the year and has a healthy operating balance. A motion was made by Ramona Hacker and seconded by Linda Brock for the approval of the financial reports. Motion carried.

### DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the library has begun to expand the items available to our patrons by introducing our "Library of Things." We currently have two telescopes, mobile hotspots, and three sets of museum passes. We will be introducing a metal detector, a stud finder, a mini projector, a thermal leak detector and a diagnostic code reader. There will be a display across from the main circulation desk that shows the items and whether or not they are checked out. Patrons will also be able to search for the items in the catalog and place holds. These items are only available to be checked out on adult cards.

There were no staff changes to report. Winnie reported that Krystal Stanich traveled to the Adult Programming Roundtable on February 6 in Brookville, IN. Mary Hammons and Krystal Stanich traveled to the Public Library Association Annual conference on February 25-29 in Nashville, TN.

### **OLD BUSINESS**

Winnie reported that at the last City Council meeting the library parking lot, as well as other parking lots throughout the city, was discussed because of maintenance issues. During the City Council meeting it was stated that because the Library is a government entity it would not be a problem to turn the parking lot over to the Library's possession. Winnie asked the Library Board if they would like to move forward with taking possession of the parking lot and have an environmental site assessment done. Winnie reported that two companies SME and FPBH, Inc. have submitted quotes for an environmental assessment. A motion was made by Linda Shore and seconded by Ramona Hacker approving the quote from FPBH, Inc. as presented. Motion carried.

### **NEW BUSINESS**

Due to the recent pandemic Winnie introduced an Epidemic/Pandemic and Library Health Emergency Policy. Winnie also recommended that the Board close the Library until further notice. There was discussion amongst Board members concerning Wi-Fi and computer access for patrons. Winnie reported that the Library Wi-Fi does extend to the parking lot therefore Wi-Fi will still be available to patrons. Winnie also reported that library staff will be working on ideas of how to meet the needs of our patrons in new ways during this time. Winnie reminded the Board of the many electronic resources that patrons can use with their library card including Overdrive, Kanopy, Hoopla, and Tumblebooks. A motion was made by Linda Shore and seconded by Linda Brock approving the Epidemic/Pandemic and Library Health Emergency Policy as presented and closing the library beginning at 6pm on Monday, March 16<sup>th</sup> until further notice. Motion carried.

The Medical Leave of Absence Policy was reviewed with amendments. A motion was made by Linda Shore and seconded by Ramona Hacker approving the Medical Leave of Absence Policy as presented. Motion carried.

Winnie introduced a Sick Leave Bank Policy to the Board. A motion was made by Terry Matney and seconded by Ramona Hacker approving the Sick Leave Bank Policy as presented. Motion carried.

### **FRIENDS OF THE LIBRARY**

Christy Tompkins, Friends' President reported that the Friends' Teacher Book Sale did not go as well as hoped with sales under \$50. Christy reported that the Friends donated 250 books to Eastwood. Due to the Library closing the Friends next book sale and Noteworthy concert will be postponed.

A motion was made by Linda Brock seconded by Linda Shore for adjournment. The regular meeting adjourned at 5:05 p.m.

Respectfully Submitted,  
Alissa Orr