



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

Auditorium of the New Castle Library

May 18, 2020

4:00 p.m.

Present: Linda Madison Linda Brock Tom Sproles
Terry Matney Linda Shore Nancy Cook

Absent: Ramona Hacker

Others Present: Winnie Logan Alissa Orr Brenda Martinez
Christy Tompkins

AGENDA

A motion was made by Linda Brock and seconded by Terry Matney for the approval of the agenda for the May 18, 2020 meeting. Motion carried.

MINUTES

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

FINANCIAL REPORTS

Register of Claims: Warrants #127245 – 127283, VOIDED CHECKS # 127129 were reviewed for approval. Brenda reviewed the financial and bank reports. Brenda reported that the 2019 encumbered accounts are close to 100%. A motion was made by Linda Shore 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 moved into stage 2 of our reopening plan on May 4. Public services staff was scheduled to be in the building preparing to begin curbside service on May 11. As of May 11, the library moved into our Phase 3 where we have begun to offer additional contactless service including curbside and contactless delivery. Winnie reported that employees who are able to continue working from home are encouraged to do so. In accordance with the Governor's Executive Order, Winnie has created the Health and Safety Reopening Procedures. This document is posted for the public at the library entrances and on the

website as well as shared with our staff. This document will be updated as we move into our next phase of reopening which allows the public into the building.

Winnie reported that the library will make the last bond payment in December of 2023. Winnie has begun to plan for when the current bond is completely paid. Winnie met with Damian Maggos from Raymond James & Associates and went over several options that the library will have regarding debt. If available Winnie will schedule Mr. Maggos to speak to the board at the June board meeting.

Kate McMillan, Adult Learning Center Coordinator, was terminated from library employment effective April 27. Winnie reported the library has continued to receive donations in memory of Valerie VanMatre.

OLD BUSINESS

None

NEW BUSINESS

Winnie gave a phased reopening plan update and reviewed the Health and Safety Reopening Procedures. The board discussed whether to require or strongly suggest the use of masks by patrons once they are able to enter the library building. Winnie reported that on May 20 library services will be available by appointment in one hour increments. The circulation staff has been trained on how to help patrons with the computers remotely. Winnie reported that June 15th is the target date to open the library building. On this date meeting rooms will remain closed, most library seating will be removed and programs will be virtual on most occasions.

FRIENDS OF THE LIBRARY

Christy Tompkins, Friends' President reported that the next Noteworthy concert will be the Red Rum Pirate Band on July 23 and will take place outside. Christy reported that there will be three other Noteworthy performances scheduled for this year.

A motion was made by Terry Matney seconded by Linda Brock for adjournment. The regular meeting adjourned at 4:45 p.m.

Respectfully Submitted,
Alissa Orr