



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium of the New Castle Library
September 20, 2021
4:00 p.m.

The Public Hearing for the Library's 2021 Budget was opened at 4:00 p.m. No one appeared for discussion and the meeting was closed.

The regular monthly Board meeting opened immediately at 4:02 p.m.

Present: Ramona Hacker Linda Brock Linda Shore Adam Warwas
Terry Matney Nancy Cook David Gratner

Absent:

Others Present: Winnie Logan Brenda Martinez Alissa Orr
Joyce Winchester Kevin McCurdy

AGENDA

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the agenda for the September 20, 2021 meeting. Motion carried.

MINUTES

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the minutes of the August 16, 2021 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants # 128214 – 128266 were reviewed for approval. Brenda reviewed the financial and bank reports. Brenda reported that the library's operating balance should be at around 67% spent for the year and is currently on track to end the year with a healthy operating balance. A motion was made by Adam Warwas 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 Vaughn Reid has updated the security camera project in order to be NWA compliant. The camera vendor has changed at no additional cost to the library.

Winnie reported that Jordan Harrison transferred from PT Outreach Assistant to FT Children's Assistant effective September 6. We are currently searching for someone to fill the PT Outreach Assistant position. Winnie reported that Dan Schneeberger resigned as PT Materials Technician effective September 10. The circulation staff will be

taking on the duties of the Materials Technician position. A motion was made by Ramona Hacker and seconded by Nancy Cook for the approval of the Directors report. Motion carried.

FRIENDS OF THE LIBRARY

Joyce Winchester, Friends' President reported that the next book sale will be Saturday, October 16 from 12pm-4pm. The sale will include buy one get one for \$1 and under items. The Friends are currently in need of DVD's.

FACILITIES PLANNING UPDATE

Kevin McCurdy gave an update of the Master Plan and reviewed the timeline which included finalizing the project scope and budget by the end of October. A library board work session has been scheduled for Monday, October 4 at 3pm.

The board discussed the results of the Energy study and the need to repair the energy recovery unit. The energy recovery unit provides fresh air, ventilation and exchanges heat between the incoming and outgoing air. Currently the energy recovery unit is not operational. A motion was made by Adam Warwas and seconded by Ramona Hacker to accept LWC's proposal as written regarding the energy recovery unit repair and modifications. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Winnie presented an Electronic Board Meeting Attendance Policy for approval. The policy allows board members to participate in library board meetings by electronic means of communication when unable to be physically present. A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the Electronic Board Meeting Attendance Policy. Motion carried.

Winnie reported that she has received notification that the library has been approved for \$26,050 for the ARPA grant from the Indiana State Library. Winnie had originally applied for \$100,000 for an RFID project. Envisionware and FE Technologies have both submitted updated quotes of approximately \$50,000 leaving the library responsible for 50% of the project cost. A motion was made by Linda Shore and seconded by Adam Warwas to move forward with the project and accept the ARPA grant from the Indiana State Library for and RFID project.

A motion was made by Linda Shore for adjournment. The regular meeting adjourned at 5:55pm.

Respectfully Submitted,
Alissa Orr