



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

**MINUTES**  
**Auditorium of the New Castle Library**  
**November 15, 2021**  
**4:02 p.m.**

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

**Absent:** Ramona Hacker

**Others Present:** Winnie Logan (virtual) Brenda Martinez Alissa Orr  
Kevin McCurdy Christy Tompkins Ryan Fetters (virtual)  
Steve Murphy

### **AGENDA**

A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the agenda for the November 15, 2021 meeting. Motion carried.

### **PRELIMINARY DETERMINATION HEARING**

The President presided over the hearing, welcoming everyone and introducing members of the Board and speakers.

It was explained to the Board that pursuant to Indiana Code 6-1.1-20-3.1, whenever a library proposes to enter into a lease agreement and/or issue bonds for the construction or renovation of a building or buildings resulting in total costs in excess of certain thresholds, the library is required to hold two public hearings on its preliminary determination to issue such bonds and enter into such lease agreement. This meeting represents the first of such hearings. Notice of both public hearings was published in the *Courier Times* on November 3, 2021, and was sent via first-class mail to the Henry County Clerk and any organizations which requested such notice as provided in Indiana Code 6-1.1-20-3.1. The proof of publication of the notice of the hearings was presented to the meeting. It was further explained that at this hearing all interested people may give testimony and/or ask questions concerning the renovation of and improvements to the New Castle-Henry County Public Library, including site improvements and the purchase of equipment and technology (the "Project"). The purpose of the hearing is two-fold: (1) to inform the public as to the proposed Project; and (2) to allow all interested parties, taxpayers and patrons of the Library to voice their opinions as to the Project and ask any questions. After the purpose of the hearings was explained, the presentations regarding the need for the Project were given. An evaluation of the existing facility was then presented, as well as a discussion of the details of the

proposed Project. The estimated Project cost and schedule were then presented to the public. It was explained how this Project could be funded, and the potential tax rate impact the Project would have on the community. After the above presentations, the President announced that the Board would now hear testimony and questions from the public. There were no questions or testimony from the patrons and the public. The public hearing was then closed.

## **MINUTES**

A motion was made by Adam Warwas and seconded by Linda Shore for the approval of the minutes of the October 18, 2021 meeting. Motion carried.

## **FINANCIAL REPORTS**

Register of Claims: Warrants #128328-128383 and VOIDED check 128327 were reviewed for approval. Brenda reviewed the financial and bank reports. Brenda reported that the library's operating balance is currently at 68% spent for the year and is on track to end the year with a healthy operating balance. Winnie reported that the 1782 notice was received and has been sent in to the DLGF. A motion was made by Linda Brock 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 she received all the insurance quotes and after review the renewal quote from Anthem was the best option for the library. The library will continue to offer two options for employees; a traditional PPO and HSA plan. Both options will have an overall increase of approximately 5.3% in premium costs. In order to keep the PPO increase that low, we decided to go with a plan that has a higher deductible, higher out of pocket maximum and slightly higher copay. The amounts for the HSA plan are very similar to our current plan.

## **FRIENDS OF THE LIBRARY**

Christy Tompkins, Friends' Acting President, reported that the Friends next book sales are December 11 and February 12. Christy reported that the next Noteworthy concert will be December 9 with Circle City Ringers. Christy invited board members to join the Friends if they are not already a member. Christy reported that the Friends were recently able to grant the library \$5,000 in funding requests for library events.

## **OLD BUSINESS**

Winnie reported that she received three quotes for the RFID conversion proposal including Bibliotheca at \$73,196.90; Envisionware at \$51,499.17; and FE Technologies at \$49,981. Due to a much higher price Winnie requested that the board not consider the Bibliotheca bid. Winnie reminded the board that the library received a Grant to cover half of the cost for this project and that the gift fund has funds available

to cover the remainder. Each company had an additional cost for annual maintenance and gates. After a brief discussion the board decided against purchasing gates at this time but will revisit adding gates at a later date. Winnie gave a recommendation to accept FE Technologies bid. A motion was made by Linda Shore and seconded by Nancy Cook for approval of the FE Technologies quote minus the gates using the Grant funds and Gift funds. Motion carried.

### **NEW BUSINESS**

Kevin McCurdy reported that he is soliciting quotes for the energy recovery unit from Irish Mechanical, Eagle Mechanical and Cooling Mechanical. Kevin reported that the price is looking to be much higher than expected and the long term energy savings may not cover the initial cost. Kevin requested that the board table this project until the next meeting when all bids are finalized at the end of the week.

Winnie presented the 2022 Salary resolution. Winnie requested a change in the 2022 pay structure allowing for the minimum pay of part time employees to increase from \$9.00 to \$9.50. Winnie also requested a 2% wage increase for all current library employees with the exception of a higher increase for outstanding performance. With these changes the library is expected to pay \$883,000 in employee wages for 2022. The 2022 employee wage budget is \$947,240. After discussion the board requested more information due to insurance increases and inflation. Board member David Gratner asked for a list of employee salaries that includes insurance costs for each employee. The 2022 pay structure and wage increase was tabled until the next board meeting.

Brenda presented information to the board concerning a onetime Covid relief bonus for library employees. After discussion Adam Warwas suggested a \$1,000 bonus for full time employees and a \$500 bonus for part-time employees. A motion was made by Nancy Cook and seconded by Linda Shore for the approval of a onetime Covid bonus of \$1,000 for full time employees and \$500 bonus for part time employees. Motion carried.

Winnie presented a resolution to establish an American Rescue Plan Act (ARP) Grant Fund to the board. Linda Brock made a motion and seconded by Adam Warwas to approve the Resolution to Establish an American Rescue Plan Act (ARP) Grant Fund as presented. Motion carried.

A motion was made by Nancy Cook for adjournment. The regular meeting adjourned at 6:07pm.

Respectfully Submitted,  
Alissa Orr