



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

NCHCPL, 376 S. 15th Street, New Castle, IN 47362

April 19, 2021

4:00 p.m.

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

Absent:

Others Present: Winnie Logan Alissa Orr Brenda Martinez
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 April 19, 2021 meeting. Motion carried.

MINUTES

A motion was made by Linda Shore and seconded by Adam Warwas for the approval of the minutes of the March 15, 2021 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrant #'s 127903–127966 were reviewed and signed for approval. Brenda reviewed the monthly financial reports and stated that the expenditures were below the 25% percentile of the budget appropriations for the 1st quarter. Brenda reported that the library recently received another COVID grant through the Indiana State Library in the amount of \$2,000.00. The library also received a \$5,825.00 grant from the HCCF to purchase a ScanEZ station. Brenda reported that the library received \$200 from a patron who caused damage at the library. A motion was made by Ramona Hacker and seconded by Linda Brock for the approval of the financial report. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the library has been awarded a \$5,825.00 grant for the Henry County Community Foundation for a public scanning station. The new scanning station will allow patrons to scan documents and photos and is very user friendly.

Winnie reported that Dr. Helen Steussy recently visited the library to do a landowner survey in order to help us plan to move toward landscaping with Indiana native plants and trees. It was discovered that

although most of our current plants are not native only two- Bradford Pear Trees and Burning Bushes- are invasive. Winnie reported that a representative from ProGreen attended the survey to begin a plan for replacing our plants in phases beginning with trees and bushes.

A motion was made by Linda Shore and seconded by Adam Warwas for approval of the Director's report. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Winnie introduced Kevin McCurdy, from LWC, Inc. McCurdy briefly reviewed a fee proposal to assist the library in conducting a facilities assessment. The facilities assessment will take an in depth look at the current condition of the library's existing facilities. The assessment will provide recommendations for any maintenance or replacement and budget needed for the repairs. The \$11,800.00 fee for the assessment includes a written report with a summary of findings, analysis of current code and zoning, overview of all facilities and systems with reasonable remaining life expectancies, and any maintenance considerations for the next 5-10 years. A motion was made by Adam Warwas and seconded by Linda Brock accepting the fee proposal provided by LWC, Inc. Motion carried.

Winnie presented a list of items for board approval for sale or disposal. The library will have a sale on Friday, May 28 from 9am to 1pm, following State Board of Account guidelines. A motion was made by Ramona Hacker and seconded by Linda Shore accepting the items for board approval of sale or disposal. Motion carried.

Winnie presented an updated Health & Safety Reopening Procedure. After discussion the board decided to change the library mask requirement from mandatory masks to the library highly recommends that patrons wear face coverings while in the library. A motion was made by Linda Shore and seconded by Linda Brock updating the mask requirement to highly recommend. Motion carried.

Winnie requested permission to close the library on Friday, October 1 for a staff training day. A motion was made by Nancy Cook and seconded by Adam Warwas approving the Friday, October 1 library closing. Motion carried.

FRIENDS OF THE LIBRARY

Joyce Winchester, Friends' President, reported that the Friends had a great month financially. The March book sale brought in \$326 and the book room had \$660 in sales. The Friends also had a \$420.00 purchase made for several boxes of library pulled books. Joyce reported that the next Noteworthy concert will be held on April 22nd with My Brother's Keeper.

A motion was made by Linda Shore and seconded by Linda Brock for adjournment. The meeting adjourned at 5:15 p.m.

Respectfully Submitted,
Alissa Orr