



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

June 21, 2021

4:00 p.m.

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

Absent:

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

AGENDA

A motion was made by Linda Brock and seconded by Nancy Cook for the approval of the agenda for the June 21, 2021 meeting. Motion carried.

PUBLIC PARTICIPATION

None

MINUTES

A motion was made by David Gratner and seconded by Ramona Hacker for the approval of the minutes of the May 17, 2021 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrant #'s 128027 – 128091 were reviewed and signed for approval. Brenda reviewed the monthly financial. Brenda reported that the library has a healthy operating balance with 32.1% spent for the year. A motion was made by Ramona Hacker and seconded by Adam Warwas for the approval of the financial report. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the library had a surplus furniture and equipment sale on May 28. The sale brought in \$898. The remaining unsold furniture was donated to Habitat for Humanity.

Winnie reported the library had the 1916–2013 New Castle High School yearbooks digitized free of charge a few years ago. The digitized versions are now available on the library website. Winnie reported that the 2011 yearbook is missing from the collection.

Winnie reported that Tiffany Gwinn was hired as the Summer Intern for the Children's Department. Tiffany began working on May 24 and will be with the library until mid to late August. The internship is EARN Indiana eligible which means the library will be reimbursed for 50% of her wages.

Winnie reported that Dorothy Shopp resigned her part-time position in the Children's department on June 14. The library is currently conducting a search to fill the position.

Winnie reported the library has still not received a response to the proposed parking lot agreement with the city.

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

FRIENDS OF THE LIBRARY

Joyce Winchester, Friends' President, reported that the June Noteworthy concert had over 100 people in attendance. Joyce reported that next month the Friends will be cleaning library pulls and having booths at the library Renaissance Festival and the Back to School Fair.

DISCUSSION REGARDING SUPERVISED VISITS ACCOMMODATIONS

Winnie reported that the children's staff has expressed interest in creating a space for supervised visits. Currently these visits have been taking place in the very small study rooms of the children's department or in the middle of the children's department. These visits can often create disturbances for other library patrons and creating a space that can be used for these visits as well as library programs would be very beneficial to the children involved and the library staff. The board discussed several concerns related to the library being a location for supervised visits including the need to have clear boundaries and expectations for those participating in the visits. More information will be provided and further discussion will continue at future board meetings.

OLD BUSINESS

Winnie presented the updated Health and Safety Reopening Procedures. A motion was made by Linda Shore and seconded by Ramona Hacker for approval of the Health and Safety Reopening Procedures as presented. Motion carried.

Vaughn Reid III, of Vital Computing presented two quote options for the Library Security Camera Project. The board discussed the options presented. A motion was made by David Gratner and seconded by Ramona Hacker for approval of Vital Computing's Option 1 as presented with no maintenance package included. Motion carried.

The board discussed the options regarding the recent facilities assessment and future master facilities plan. After discussing the need to stay on schedule for issuing bonds in 2022, a motion was made by Adam Warwas and seconded by Linda Brock for approval of contracting with Kevin McCurdy of LWC, Inc. to oversee the master plan. Motion carried. The board discussed the need to have additional meetings outside of the regular board meeting to focus on facilities planning. The board discussed forming a Facilities Committee, but after realizing that a majority of members were interested in attending these meetings, it was decided to hold the meetings as a work session of the entire board. The work session meetings will be advertised and held in accordance with Indiana public access laws. The first work session will be held at 4 p.m. on Wednesday, June 30 in the Library Auditorium.

NEW BUSINESS

Winnie presented two telephone system upgrade proposals. The current library provider ENA and Vital Computing both submitted quotes. A motion was made by David Gratner and seconded by Nancy Cook for approval of accepting the quote from ENA. Motion carried.

A motion was made by Nancy Cook for adjournment. The meeting adjourned at 6:05 p.m.

Respectfully Submitted,
Alissa Orr