

MINUTES  
Marjorie Johnson Board Room, 376 S. 15<sup>th</sup> Street, New Castle, IN 47362  
February 20, 2017  
4:00 p.m.

Roll:	Linda Madison Nancy Renner Kevin Thornburg	Linda Shore Nancy Paul Ramona Hacker
Others Present:	Winnie Logan Helen L. Hay Kaye Lindsey	Lisa Stamm Brenda Martinez Travis Weik

MINUTES

A motion was made by Nancy Renner and seconded by Nancy Paul for the approval of the minutes of the January 23, 2017 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for February Warrants (124450 – 124520). Brenda reviewed the monthly financial report. The final figures for the 2017 budget have been received. It may be necessary for us to borrow from the Gift Fund for operations until the June tax settlement is received. If funds are borrowed, they will be repaid immediately to the Gift Fund. A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the financial reports. Motion carried.

Brenda shared copies of estimated income and expenses for the next six months. She also shared investment scenarios showing options for earning the most interest. A motion was made by Linda Shore and seconded by Nancy Paul giving approval to invest \$200,000 in a 24 month CD at First Merchants Bank. Motion carried. Brenda will monitor interest rates quarterly.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. Various statistics were reviewed through graphs and pie charts for the month of January. Two quotes have been received for replacing staff computers which will be reviewed later today. Bibliographic data is being tested for migration to the Evergreen Indiana Consortium. We are still waiting on patron data. New library cards will be issued to every patron. An actual go-live date has not been determined yet. A group of students from the Family and Consumer Sciences Department at Ball State are working on plans to convert the public computer lab into study room space. They will present their final project results in April. Memorial donations in memory of Donna Cronk are: The Henry County Republican Club - \$100, Jim & Diane Thalls, Susie Pierce, and Becki McGrady - \$45, and Ima Coe Wirth - \$100.

OLD BUSINESS:

Winnie Logan, Director, reported that the final budget for 2017 is \$1,856,892. The loss of \$434,000 is a result of the Circuit Breaker law. Although this is a significant budget reduction, additional staff

reductions are not anticipated for this year; however any positions that become vacant due to resignations, retirements or termination may not be filled. It may be necessary for us to borrow from the Gift Fund to help maintain cash flow until the tax settlement is received. If funds are borrowed, they will be repaid immediately to the Gift Fund when tax funds are received.

#### NEW BUSINESS:

Two quotes have been received for the replacement and installation of 41 staff computers. Vaughn's Computer House Calls quote is \$56,256.00 which includes installation. IT Savy's quote is \$57,488.00 and does not include installation. Computers from Vaughn's Computer House Calls are locally owned and can be leased to help lessen the impact of making a large lump sum payment to an already short budget. Winnie recommended using LIRF funds to pay the monthly lease payments. A motion was made by Nancy Paul and seconded by Linda Shore giving approval to make monthly lease payments to obtain 41 staff computers, including installation with full warranty from Vaughn's Computer House Calls for \$56,256.00. Motion carried.

#### FRIENDS OF THE LIBRARY:

Kaye reported that the Book Shop has been rearranged and that volunteers are using their hours to better maintain the shop, keeping it stocked and in good order. The cash register has been removed and patrons pay for their selections at the main circulation desk. The romance books have been very popular during February. The basement is almost caught up with cooking, sorting, grading and shelving the books. The annual audit has been completed. The nominating committee has completed the prospective slate of officers for the annual meeting to be held on April 10, 2017 at 6:00 p.m. Helen L. Hay will be their guest of honor for the evening. Kaye shared exciting personal news at the end of the meeting. She got married on Feb.18 and her new name is Kaye Lindsey.

A motion was made by Nancy Paul and seconded by Nancy Renner for adjournment. The meeting adjourned at 5:06 p.m.

Helen L. Hay