

MINUTES

Marjorie Johnson Board room, 376 S. 15th Street, New Castle, IN 47362
July 18, 2016

Roll: Linda Madison Linda Shore
Kevin Thornburg Nancy Paul
Nancy Renner

Others Present: Winnie Logan Lisa Stamm
Helen L. Hay Brenda Martinez
Kaye Williams Travis Weik

PERF ASA Presentation -- Could not come today

MINUTES

A motion was made by Nancy Paul and seconded by Nancy Renner for the approval of the minutes of the June 20, 2016 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for June 2016 Warrants (123855 – 123938). Brenda reported that Citizens State Bank could not match the interest rate of TrustIN. Therefore, the Operating Checking account remains at First Merchants Bank, paperwork to invest BIRF Funds in TrustIN at .45% interest rate is in process and all other accounts have been moved to Citizens State Bank to earn .36 % interest. Expenses are being monitored very closely and 59.7% of the 2016 Operating Budget remains at the end of June. Cash flow is sufficient for the next few months. A motion was made by Linda Shore and seconded by Nancy Paul for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. There has been renewed interest in the medical FSA plan and it is currently being restructured to be made available Jan. 1, 2017. Also, a Dependent Care Flexible Spending account has been established effective July 1, 2016. Staff can set aside a portion of their paycheck tax free for eligible dependent care expenses. The amounts allowable are set by the IRS. The library has been awarded a \$3,990 grant from the Midwest Collaborative for Library Services to allow the Director and the Assistant-Director to attend the Harwood / ALA Public Innovators Lab, Oct. 19 – 21, 2016 in Atlanta, GA. The goal of this training is to help librarians learn to change orientation from internal to external and see what the community wants and needs from libraries. Various statistics were reviewed. Staff changes this month include: Taylor Johnson – Part Time Children's Assistant – hired effective June 24, 2016; Bobbi Strange – Full Time Circulation Assistant – Resigned effective July 15 2016; and Pam Adkins – Outreach Coordinator – Retired effective Aug. 1, 2016. Additional memorial donations of \$1,925 have been received in memory of Jennifer Bell designated for the new Mobile Library Fund. A motion was made by Nancy Renner and seconded by Nancy Paul for the approval of the Director's report. Motion carried.

NEW BUSINESS:

The Social Media and Internet Usage Policy presented for approval was tabled until next month awaiting possible changes from the library's legal counsel.

A collection of 21 pages from the Employee Handbook with suggested changes were reviewed. The majority of changes were for better clarification. A motion was made by Linda Shore and seconded by Nancy Paul for the approval of the changes made within the Employee Handbook. Motion carried.

Kaye Williams, Friends' President, reported on many upcoming events. July 21, Friends are hosting the Good Old Fashioned Picnic, in the auditorium serving at 4:00 and 5:00 p.m. with Barbershop music by Jim Bales and friends. Also, Friends are showing the movie "In the Good Old Summertime" at 6:30. This is another monthly event celebrating the Library's 100th Birthday. Friends will have a booth in the auditorium featuring science fiction, fantasy and Manga on July 23 during TeenCon. The next Noteworthy concert is July 28 at 7:00 p.m. with Hogeye Navy. Friends will hand out one free book to each child attending the Back to School Festival on July 25 at 1:00 p.m. Friends have received a very unusual donation of 16 boxes of top quality books, some signed first editions, a 1978 Pewter Carousel and a Turn of the Century Park (37 pieces) made by Michael Ricker. Various avenues are being searched for a buyer at the best price.

A motion was made by Kevin Thornburg and seconded by Nancy Paul for adjournment. The meeting adjourned at 4:55 p.m.

Helen L. Hay