

MINUTES
Marjorie Johnson Board Room, 376 S. 15th Street, New Castle, IN 47362
July 17, 2017
4:00 p.m.

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

Others Present: Winnie Logan Lisa Stamm
Brenda Martinez Christy Thompkins
Krystal Stanich

MINUTES

A motion was made by Nancy Renner and seconded by Kevin Thornburg for the approval of the minutes of the June 19, 2017 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for July's Warrants (124803 – 124872). Brenda reviewed the financial report. Brenda discussed June 30, 2017 balance in comparison to last year's June 30, 2016 balance. Brenda stated that they continue to watch the accounts very closely; the percent of the accounts on our encumbered report are below the 48% expense threshold. A motion was made by Kevin Thornburg 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. Winnie mentioned she is still learning the Evergreen statistics. Winnie reported the staff changes, travel, and donations. Winnie also shared that there had been a total of 3293 Evergreen cards issued to library patrons. Winnie shared reports on the outbound and inbounds of transits after switching to Evergreen; she stated there had been an increase. A motion was made by Tom Sproles and seconded by Nancy Paul for the approval of the director's reports. Motion carried.

OLD BUSINESS

Board members inquired about the old bookmobile; Winnie stated that she was contacted by a potential buyer for the old bookmobile. The buyer requested information from the library of the old bookmobile. Winnie stated that she had also been contacted from the Henry County Emergency Mgt. for possible donation of the old bookmobile. It was a consensus of the Board to continue to advertise it for sale and to allow Winnie a leeway for a price reduction of no less than the \$15,000 unless sold by the company advertising to sell the old bookmobile if needed. A motion was made by Kevin Thornburg and seconded by Linda Shore. Motion carried.

NEW BUSINESS

A motion was made by Kevin Thornburg and seconded by Linda Shore for approval of the Computer Disaster Plan Policy. It was discussed on how often the video recording of the library's physical assets would be updated. Would the video recording be general or detailed; it was recommended to video record every two years along with the standards of the Inventory of assets that is kept. Motion carried.

An updated copy of the Bed Bug Policy was reviewed. Lisa reviewed the changes to the policy. A motion was made by Tom Sproles and seconded by Nancy Renner for the approval of the Bed Bug Policy. Motion carried.

A request was made by Krystal Stanich per Library's Infant at Work Policy to allow her newborn to come to work with her. Individual Plan was reviewed by board members. Linda Shore asked if this policy was available to all staff; Winnie mentioned it was only for Full-time employees. A motion was made by Tom Sproles and seconded by Nancy Paul. Motion was carried.

Christy Tompkins, Friends' President, briefly discussed Back to School program. They continue to work on the Friends' book sales.

A motion was made by Nancy Paul and seconded by Kevin Thornburg for adjournment. The meeting adjourned at 5:00 p.m.

Brenda Martinez