

MINUTES

Marjorie Johnson Board Room, 376 S. 15th Street, New Castle, IN 47362
June 20, 2016

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

MINUTES

A motion was made by Ramona Hacker and seconded by Kevin Thornburg for the approval of the minutes of the May 16, 2016 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for May 2016 (Warrants 123780 – 123854). Brenda reported that the June Tax settlement check has come and it was larger than expected. The temporary loans of \$250,000 have been re-paid to the Un-Restricted Gift fund. The amount of interest at the current rate would have been \$35.35. It was the consensus of everyone present that it was not necessary to re-pay the interest to the gift fund. A motion was made by Kevin Thornburg and seconded by Nancy Paul for the approval of the financial reports. Motion carried. Brenda reported on her findings regarding interest rates at the local banks. At this time, Citizens State Bank offers the best rate at 0.26%. She also suggested that the library do a trial investment of BIRF funds with TrustIndiana which offered rates ranging from 0.44% to 0.47% during the month of June. Board members suggested that Brenda check with Citizens Bank to see if they would match the TrustIndiana rate. A motion was made by Nancy Paul and seconded by Linda Shore to keep the library's Operating checking account at First Merchants and to move the remaining funds to Citizens State Bank if they will match the 0.47% rate available at TrustIndiana. If Citizens will not match the rate, the BIRF funds will be invested with TrustIndiana and all other funds will be moved to Citizens at the 0.26% rate. Motion carried. Winnie noted that it is time to begin the 2017 Budget process. Due to budget cuts there will not be any salary raises this year. She has a scheduled budget appointment with the local rep. in late July. The 2017 budget will be ready for approval in August, hold a public hearing in September and adopt the budget in October. No action was necessary.

DIRECTOR'S REPORT

The LED lighting project by Energy Harness is almost completed. The Department of Labor has updated regulations governing exempt employees from overtime pay. Effective December 1, 2016 the minimum salary to be classified as exempt is \$47,476 annually. This will only allow the Assistant Director and the Director to be exempt employees. The IT Manager's salary may be increased a small amount to prevent expensive on-call emergency over-time pay. Evergreen Indiana open-source ILS is being investigated as

a cost saving measure. Various stats were reviewed. Total circulation is down. Staff changes are: Molly McCord—Part Time Circulation Assistant (temporary)—hired June 1; Emily Raines --- Part-Time Children’s Assistant—resigned effective June21. Memorial donations of \$1,125 have been given for the Mobile Library Fund in memory of Jennifer Bell. A motion was made by Nancy Renner and seconded by Nancy Paul for the approval of the Director’s Report. Motion carried.

OLD BUSINESS:

The Employee (PTO) Paid Time Off Policy was presented with a few minor changes just for clarification purposes. A motion was made by Kevin Thornburg and seconded by Linda Shore for the approval of the revised Employee PTO Policy to become effective on Jan. 1, 2017. Motion carried.

NEW BUSINESS:

A Materiality Policy required by the State of Indiana was presented for review. A motion was made by Linda Shore and seconded by Nancy Paul for the approval of the Materiality Policy. Motion carried.

A Board Meeting Public Participation Policy was presented for review along with a Board of Trustee Meeting Public Participation Request form. A motion was made by Kevin Thornburg and seconded by Nancy Renner for the approval of the Board Meeting Pubic Participation Policy and the Participation Request form. Motion carried.

Kaye Williams, Friends’ President, reported that volunteers love the new lights that have been installed. She wore one of the Birthday Cake costumes in the Memorial Day parade. Donations continue to come in. July 21 is the Friends’ Good Old Fashioned Picnic & movie (In the Good Old Summertime.) Invitations go out this week. Friends will sell books on July 23 along with the TeenCon program that wraps up Summer Reading.

A motion was made by Nancy Paul and seconded by Nancy Renner for adjournment. The meeting adjourned at 5:20 p.m.

Helen L. Hay