

MINUTES

Marjorie Johnson Board Room, 376 S. 15<sup>th</sup> Street, New Castle, IN 47362

April 17, 2017

4:00 p.m.

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

MINUTES

Due to the lack of a quorum, no business was conducted at the March 20, 2017 meeting. A motion was made by Kevin Thornburg and seconded by Linda Shore for the approval of the minutes of the Feb. 20, 2017 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for March Warrants (124521 – 124589) and April Warrants (124590 – 124653). Brenda reviewed the financial report totals for February and March. 23% of the 2017 Operating budget has been expensed to date, which is still within our quarterly limit. A motion was made by Linda Shore and seconded by Nancy Renner for the approval of the financial reports. Motion carried. Brenda also requested that she be allowed to make temporary loans from the Gift Unrestricted Fund to meet Operating expenses until the June 30<sup>th</sup> Tax Settlement check comes. All borrowed funds will be repaid as soon as the Tax funds are received. A motion was made by Linda Shore and seconded by Kevin Thornburg giving Brenda approval to borrow funds to meet cash flow needs until the June 30 Tax Settlement funds are received. All temporary loans will be repaid immediately. Motion carried.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. Statistics were reviewed through graphs and pie charts for March. The migration process for Evergreen Indiana is moving along with a "go-live" date of May 3. Final data extraction will begin at 2:00 p.m. on April 28. Staff training will be done on May 1 and 2. \$10,000 in LSTA Grant funds have been applied for to cover the cost of the data extraction fees and also for a redesign of the library's website. Winnie is working with IronGate Creative from Hagerstown for the new website. Completion is expected by the end of June. The repair work and cleaning to the front steps has been completed by Complete Masonry Services. Payment for this project will be expensed from the Construction Fund. Staff changes are: Amy Canaday – Part Time Technical Services Assistant – resigned effective Feb. 24, 2017 and Taylor Johnson – Part Time Children's Assistant – resigned effective April 8, 2017. A donation of \$100 was given in memory of Donna Cronk by the Knightstown Sale Barn. A motion was made by Nancy Renner and seconded by Linda Shore for the approval of the Director's report. Motion carried.

OLD BUSINESS:

So far we have not been successful in finding a buyer for the old bookmobile. We are aware of repairs needed on the radiator. A price reduction for those repairs will be offered to potential buyers. It was the consensus of the Board to continue to advertise it for sale and re-evaluate the need to make the repairs if no offers are made in the next 3-4 months.

NEW BUSINESS:

A motion was made by Linda Shore and seconded by Nancy Renner for the approval to close the library beginning at 2:00 p.m. on April 28 to reopen on May 3 in order to complete the migration to the new Evergreen Indiana library consortium. The library will be open with limited services available on April 29 during Friends Book Sale. Motion carried.

A motion was made by Linda Shore and seconded by Kevin Thornburg for the approval of the updated Library Card Policy with one minor change for clarification to be in compliance with the policies and procedures of Evergreen Indiana. Motion carried.

A motion was made by Linda Shore and seconded by Kevin Thornburg for necessary changes to our Materials Circulation Policy to comply with required policies and procedures for participation with Evergreen Indiana. Motion carried.

A motion was made by Kevin Thornburg and seconded by Nancy Renner for the approval of the new Fines and Fees schedule as presented. Motion carried.

Kaye Lindsey, Friends' President, reported on their recent annual meeting. Helen L. Hay was the honored guest for the evening prior to her June 30<sup>th</sup> retirement with special music by Celia Burns, a lovely meal by Paula's catering, a surprised visit from Helen's family, many personal messages, cards and gifts along with a special letter read aloud from Jan Preusz, previous Library Director. New officers elected at the annual meeting are: Christy Tompkins-President, Bev Potts-Vice President, Kaye Lindsey-Secretary and Gloria Corbin-Treasurer. Friends continue to receive great quality donations. April 29 will be busy with a community shred day from 9:00 a.m. to 1:00 p.m. in the library parking lot partnered along with the Friends' Book Sale from 12:00 to 4:00 p.m. within the library.

A motion was made by Kevin Thornburg and seconded by Nancy Renner for adjournment. The meeting adjourned at 5:25 p.m.

Helen L. Hay