



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

May 21, 2018

4:00 p.m.

Roll: Linda Madison Nancy Renner Ramona Hacker
Kevin Thornburg Linda Shore

Others Present: Winnie Logan Brenda Martinez Maky Chefalo
Christy Tompkins Travis Weik

AGENDA

A motion was made by Kevin Thornburg and seconded by Nancy Renner for the approval of the agenda of the May 21, 2018 meeting. Motion carried.

MINUTES

A motion was made by Nancy Renner and seconded by Kevin Thornburg for the approval of the minutes of the April 16, 2018 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #125520-125590, payroll checks #25316-25318 and #25319-25321; were reviewed and signed for approval. Brenda reviewed the financial and encumbered reports. A motion was made by Kevin Thornburg and seconded by Ramona Hacker for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Winnie reported that two new copy machines were installed for public use to fulfill the needs of patrons to copy, print, scan and fax. There were a total of 21,278 items circulated for the month of April. Library sponsored programs were attended by 449 patrons. Winnie reported that Maky Chefalo was hired as a part-time administrative assistant, Austyn Bolander was hired as a full time circulation assistant and Amy Harnishfeger was hired as a part-time learning center coordinator. Mary Morton's employment as a full time circulation was terminated effective April 23, 2018. There was discussion of revising the meeting room policy to allow groups to charge admission for events held in the library meeting rooms. Travel and donations were reported. A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of the Director's report. Motion carried.

OLD BUSINESS

The library received one bid for the computer lab redesign project. A motion was made by Linda Shore and seconded by Kevin Thornburg to re-open bidding to contractors in surrounding counties due to an insufficient number of bids received from within Henry County. Bids are due by 4 pm June 18th. Motion carried.

The board discussed the draft Memorandum of Understanding between the library and ASG. A motion was made by Linda Shore and seconded by Kevin Thornburg to allow Winnie to present, negotiate and finalize the rent amount for the six month trial period beginning July 1st, not to go below \$800 a month. Motion carried.

New Business

There was no new business to come before the board.

Friends of the Library Report

Christy Tompkins, Friends' President, reported that they raised \$216 at the May 12th book sale and raised \$441 in online sales for the Month of April. Christy also reported that the Friends' approved three financial requests for the library, donating more than \$3,000 for projects such as the Trail Tales Book Trail in Memorial Park set to open June 16th. The next book sale is scheduled for June 12, 2018 from 12 pm to 4 pm. The Indiana Folk Music Society will perform our next Noteworthy Performance on May 24, 2018 at 7 p.m.

A motion was made by Nancy Renner and seconded by Linda Shore for adjournment. The meeting adjourned at 5:11 p.m.

Respectfully Submitted,
Maky Chefalo