

MINUTES

Marjorie Johnson Board Room, 376 S. 15<sup>th</sup> Street, New Castle, IN 47362  
September 19, 2016

The Public Hearing for the library’s 2017 Budget was opened at 4:00 p.m. No one appeared for discussion and the meeting was closed. The regular monthly Board meeting opened immediately at 4:05 p.m.

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

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

Todd Williams, Retirement Plan Counselor, gave a detailed presentation about the Hoosier S.T.A.R.T. program. Hoosier S.T.A.R.T. was developed in 1981 and custom built to help Hoosier public employees adequately prepare for retirement. It offers employees an excellent way to save through the tax-deferred contributions to their own individual retirement accounts. The Library currently has two employees enrolled in a similar program through Edward Jones. Complaints regarding the existing deferred compensation plan have been lack of contact with counselor and the amount of fees. Pending Board approval of participation in Hoosier S.T.A.R.T. a meeting has been set for Sept. 30 with a counselor during staff training day to educate staff about Hoosier S.T.A.R.T. and the importance of saving for retirement.

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A motion was made by Nancy Paul and seconded by Nancy Renner for the approval of the minutes of the August 15, 2016 Executive session meeting. Motion carried.

A motion was made by Linda Shore and seconded by Nancy Paul for the approval of the minutes of the August 15, 2016 Board meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for August Warrants (124011 – 124095). Brenda reviewed the encumbered Operating report. Expenses are monitored closely and 46.5% of the 2016 Operating budget remains at this time. The current interest rate for Trust Indiana is .51% and .38% at Citizens State Bank. A motion was made by Nancy Paul and seconded by Linda Shore for the approval of the financial reports. Motion carried.

Also, a motion was made by Tom Sproles and seconded by Ramona Hacker approving borrowing from the Unrestricted Gift fund for operations if necessary until the December Tax Settlement arrives. Motion carried. All borrowed funds will be re-paid to the Unrestricted Gift fund upon receipt of the December Tax settlement.

DIRECTOR’S REPORT

Winnie gave the highlights of her monthly report. The library was closed until noon for two days while repairs were made to water pipes in the meter pit and the yard irrigation system. Work on the new Mobile Library continues and delivery is expected sometime in November. Images of the Mobile Library were shared. Henry County Reads will kick off on Oct. 3. Copies of the book, “And Then There Were None” by Agatha Christie were handed out to Board members. Jeff Ray has asked about commissioning a piece of art to commemorate the library’s 100<sup>th</sup> anniversary. He will be invited to attend the Oct. Board meeting to discuss ideas. Various statistics were reviewed. Shawn Washler, Maintenance Supervisor, resigned effective Sept. 6.

Another donation of \$50 has been received in memory of Jennifer Bell for the Mobile Library fund. A motion was made by Tom Sproles and seconded by Linda Shore for the approval of the Director's report. Motion carried.

OLD BUSINESS:

Since receiving the news to expect a tremendous cut to the Library's 2017 Operating budget, Library Administration have been preparing a budget reduction plan to reduce expenses. Among those cuts are: the minimum of 8% required by the State will be used for materials, databases will be cut, a LED lighting project has been completed to conserve electricity, monitoring the HVAC temperatures and potentially moving from SirsiDynix to Evergreen as the library's ILS. However, additional cuts will have to be made through elimination of staff positions and/or cutting hours of staff. Positions have been evaluated and the Director's proposal would be to eliminate two full-time positions and cut four full-time positions to part time. The full-time positions to be eliminated would become effective September 30, 2016 and the four full-time positions being cut to part-time would begin on Jan. 1, 2017. The Director will speak with each of these staff members immediately tomorrow morning. Once the final 2017 Operating budget is received, if additional cuts are necessary, we will look at cutting hours of service. The goal of the Director is to make these necessary cuts with the least amount of stress and continue to offer our patrons good services. A motion was made by Kevin Thornburg and seconded by Linda Shore approving the proposed 2017 Budget reductions of staff positions. Motion carried.

NEW BUSINESS:

A motion was made by Kevin Thornburg and seconded by Tom Sproles approving participation in the Hoosier S.T.A.R.T. retirement plan. Motion carried.

A motion was made by Kevin Thornburg and seconded by Tom Sproles approving the repair of the front steps by the original contractor for \$26,870.00 and paid from the Construction fund. Motion carried. Winnie will check on what kind of warranty will come with this repair and also inquire about a maintenance plan.

A motion was made by Linda Shore and seconded by Ramona Hacker approving roof repairs for \$2,200 and interior spots to be painted for an additional \$550 by M. L. Taylor Construction. Repairs will be paid from the Construction fund. Motion carried.

A motion was made by Tom Sproles and seconded by Nancy Renner for the approval of an amended Bed Bug and Communicable Pest Policy. Motion carried.

Kaye Williams, Friends' President, reported that Friends have a CD that matures soon and the whole amount will be given to the library to pay for the exterior graphics (wrap) on the new Mobile Library. Friends just had a very successful book sale. Five of the special collections of signed first editions sold for \$65. Along the theme of Henry County Reads, mysteries will be featured in the Book Shop and the Book Room during October. Quality donations continue to be received.

A motion was made by Nancy Renner and seconded by Nancy Paul for adjournment. The meeting adjourned at 6:05 p.m.

Helen L. Hay