

MINUTES
Marjorie Johnson Board Room, 376 S. 15th Street, New Castle, IN 47362
September 18, 2017

The Public Hearing for the library's 2018 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 Kevin Thornburg
Ramona Hacker Linda Shore
Nancy Renner

Others Present: Winnie Logan Lisa Stamm
Brenda Martinez Christy Thompkins

MINUTES

A motion was made by Nancy Renner and seconded by Linda Shore for the approval of the minutes of the August 21, 2017 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims (Warrants #124937 – 124999; 8/25/2017 Payroll Check # 25260-25262; 9/8/2017 Payroll Check # 25263-25265) were reviewed and signed for approval. Brenda reviewed the financial report and encumbered report. Expenditures continue to be monitored closely and as of August 31, 2017, percent spent is 58.6% of the Operating budget. A motion was made by Linda Shore and seconded by Ramona Hacker. Motion carried.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. Winnie stated that the solar eclipse glasses program had an excellent turn out and the glasses were all gone before the hour. Staff Appreciation Breakfast will be on September 29, 2017 to celebrate staff reaching significant years of service. Travel and donations were noted. No motion needed.

OLD BUSINESS

Winnie stated that Zsamé Morgan, purchaser of the old bookmobile, emailed to request an extension of time to pay the full balance and that she would wire a partial payment of \$2,000 on September 19, 2017. The board decided by consensus to grant the request and payment is to be paid in full by September 29, 2017.

NEW BUSINESS

The Internal Controls Policy was presented to the board. The purpose of the policy is to describe the Library's responsibility to establish a minimum set of standards, guidance and managing business processes and practices, and to provide guidance for monitoring the internal controls of the New Castle-Henry County Public Library. A motion was made by Linda Shore and seconded by Kevin Thornburg to accept and approve the Internal Controls Policy. Motion carried.

Christy Tompkins, Friends' President, reported that the next book sale is October 14, 2017. Christy mentioned that the next Noteworthy performance is Jeremy Havens, scheduled for October 26, 2017. Christy also mentioned National Friends of the Library week is thru October 15 – 21.

A motion was made by Ramona Hacker and seconded by Linda Shore for adjournment. The meeting adjourned at 4:35 p.m.

Respectfully Submitted,
Brenda Martinez