

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

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

MINUTES

A motion was made by Nancy Paul and seconded by Linda Shore for the approval of the minutes of the January 25, 2016. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for Jan. 2016 (Warrants 123513 – 123565). Brenda reviewed the Financial and Encumbered reports. The difference of \$86.51 was noticed on year to date disbursements by Board member Kevin Thornburg. With a quick review, the amount of \$86.51 was determined to be the amount of Sales Tax reported to the Indiana Department of Revenue and will be corrected on next month's financial reports. Signatures were obtained for recording the Treasurer's Bond. A motion was made by Nancy Paul and seconded by Kevin Thornburg approving the financial reports as presented today with the correction of \$86.51 of Sales Tax to be made on the March 2016 financial reports. Motion carried. Winnie Logan, Director, gave an update to the 2016 Operating Budget. After making an appeal in regards to the preliminary budget, the final Operating Budget for 2016 was increased to \$2,482,877.00. However, we will continue to operate under a reduced budget. Every effort by Department Managers and staff are being made to cut expenses. It may be necessary for us to borrow from the Gift Fund for operations until the Tax draw is received. If funds are borrowed, they will be repaid immediately to the Gift Fund.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. We are now using WordPress to power our website and it is much easier to use. In the near future, the Library's website will include Board meeting agendas and minutes for the public to access. Every effort is being made to help save energy throughout the building. A letter of intent to participate in the Statewide Remote Circulation Service has been filed with the State library. The official launch of this project will be summer of 2016. Various statistics were reviewed. Total circulation was down this month. No action was necessary.

OLD BUSINESS:

Security in the Administration hallway was discussed again this month. It was decided that no hardware changes would be made at this time; the door will simply be locked. A sign will be posted directing visitors to one of the public desks for assistance. Staff working in the Administration area will be responsible for making arrangements with any appointments for gaining access to the area. This change in procedure will be evaluated in an ongoing manner to determine if any changes need to be made. No action was necessary at this time.

NEW BUSINESS:

A new Security Camera Surveillance Policy was presented for review. A motion was made by Kevin Thornburg and seconded by Linda Shore approving the Security Camera Surveillance Policy with one addition being made stating recordings will only be viewed by those authorized by the Director to do so. Motion carried.

A new Public Bulletin Board Policy was also presented for review. A motion was made by Linda Shore and seconded by Nancy Paul approving the Public Bulletin Board Policy. Motion carried.

The bedbug dog returned on Feb. 4 for a quarterly inspection. While there were still some areas where the dog indicated there may be activity, none of the book stacks were highlighted. There were several pieces of furniture that need to be treated or disposed. For approximately \$800 we would be able to deliver all the items to Gold Seal to be heat treated. The consensus was to try this option before disposing of the furniture and having the expense of replacing it.

Kaye Williams, Friends President, gave an update on changes to take place in 2016 for the Friends of the Library. They will begin having pop-up Book Sales monthly, at various times and on various days of the week. The next book sale will be Feb. 29. The Book Room and basement areas have all been rearranged and materials are graded and in library order. The Friends' Gift Shop will discount and close out all merchandise items and turn it into their "Best Selections" Book Room. Once this is completed, it will be open the same hours as the Library. Friends' annual meeting will be April 11 at 6:00 p.m. with a catered meal, business meeting and sharing all the new changes with the membership. Tours will be given of the newly arranged areas with a ribbon cutting at the entrance of the new book shop.

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

Helen L. Hay