

MINUTES

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

Jan. 25, 2016

Roll:	Linda Madison Nancy Paul Linda Shore	Nancy Renner Ramona Hacker Kevin Thornburgh
Others Present;	Winnie Logan Brenda Martinez Kaye Williams	Lisa Stamm Helen L. Hay

Winnie Logan, Director, opened the meeting at 4:00 p.m. A motion was made by Nancy Renner and seconded by Nancy Paul nominating officers to remain in the same positions as held last year: Linda Madison as President of the Library Board, Nancy Renner as Vice President, Ramona Hacker as Treasurer and Nancy Paul as Secretary for the current year. Motion carried. Linda Madison, President, called the regular Board meeting to order.

MINUTES

A motion was made by Ramona Hacker and seconded by Nancy Renner for the approval of the minutes of the December 14, 2015 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for Dec. 2015 (Warrants 123388 - 123436) and for Jan. 2016 (Warrants 123437 – 123512). Brenda reviewed the Financial and Encumbered reports listing the year end balances to be carried forward to 2016. Signature cards at the bank will be updated; removing Sally Knarr and adding Tina Phelps. Brenda also reviewed 2 outstanding checks from 2013 to: Elissa McDonald – warrant 120623 for \$70.00 and to the University of Georgia – warrant 120985 for \$18.00 that needs to be cancelled. A motion was made by Nancy Paul and seconded by Ramona Hacker for the approval of the monthly, year -end reports and the cancellation of the two outstanding warrants named. Motion carried.

Winnie Logan, Director, reported the preliminary 2016 Operating budget order was cut \$256,000. She has made an appeal to the DLGF and is waiting for a response from them. Because the 2015 expenditures were less than projected and fines and fees were more than estimated, those amounts can be added to the 2016 budget. Each line item is being reviewed for possible reductions.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. The Library's Centennial Celebration kicked off on Jan. 17, 2016 with a "birthday" party. Jacob Speer, Indiana State Librarian, was the featured speaker. Jennifer Midkiff, harpist and the New Castle High School Jazz Band provided music. Tom Saunders, State Representative, presented the Library with a state bicentennial flag. Henry County's automotive history is featured in various displays throughout the library. Displays will feature various topics throughout the year-long celebration. Our next Centennial event will be on Sunday, Feb. 28 at 2:30 p.m. titled "Living History: A Century of Henry County's Characters". The overall color of the mobile library vehicle will be

orange. And we will work with Margison Graphics to get a price quote on custom graphics for the bus. Winnie will complete the annual report after the Library's election of officers at today's Board meeting. It will be filed with the State Library before the end of January. Various statistics were reviewed. Staff changes this month are: Andrea Hughes, Adult Program Coordinator – terminated effective Jan. 11 and Tina Phelps, PT Business Office Assistant – hired effective Jan. 11, 2016. Ben and Pat French donated \$100 for the Mobile Library. A motion was made by Nancy Paul and seconded by Nancy Renner for the approval of the Director's report. Motion carried.

NEW BUSINESS:

The Board of Trustees' Bylaws were reviewed. No changes were made. A motion was made by Linda Shore and seconded by Ramona Hacker for the review of the Board of Trustees' Bylaws. Motion carried.

The Internet /Computer Use Policy was reviewed. One minor change was made regarding parents signatures granting permission to use the library computers and Internet. Forms may be taken home for signing and then returned to the library. A motion was made by Ramona Hacker and seconded by Nancy Renner approving the updated Internet /Computer Use Policy. Motion carried.

Based on the operating expenditures per capita, the Non-Resident Fee needs to be at least \$58.13. A motion was made by Nancy Renner and seconded by Ramona Hacker to let the Non-Resident fee remain at \$60.00 for 2016. Motion carried.

The Meeting Room Use Policy has been revised. All rooms are ready for use in a standard setup determined by the Library. Users are permitted to move tables and chairs to another setup, but must restore the meeting room to its original state and leave the room clean and free of trash. The special set-up fee has been removed. The teen and story rooms have been deleted from the list of rooms available for public use. A motion was made by Ramona Hacker and seconded by Linda Shore approving the updated Meeting Room Use Policy. Motion carried.

One minor change has been made within the Paid Time Off Policy stating that the Library may offer staff the option to cash out up to 40 hours of employee PTO at designated times throughout the year. This change gives the flexibility to offer this benefit to staff only when Operating Funds can support it. A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of this change to the Paid Time Off Policy. Motion carried. It will not be offered this year due to significant cuts to the 2016 Operating Budget.

Making the library safe for staff and patrons is always a concern as we are constantly reminded when hearing the daily news. One door remains unsecure to the Administrative hallway. Various options to secure the remaining door have been discussed. A quote of approximately \$5,000 was received from Tyco, our current security vendor. This topic was tabled, more research will be done to compare options and costs and it will be brought back on the agenda next month.

The meeting adjourned at 5:07 and the annual Board of Finance meeting was opened immediately.

ANNUAL INVEST MEETING

Jan. 25, 2016

A motion was made by Nancy Paul and seconded by Linda Madison electing Linda Shore as President and Kevin Thornburgh as Secretary of the annual Investment meeting. Motion carried. Linda Shore presided over the rest of the meeting.

Brenda handed out copies of the Investment Report for the year ending 2015. Accounts were reviewed at Ameriana Bank and Citizen's State Bank. Interest earned for 2015 was \$13,043.92. Interest rates are very low compared to five years ago. Brenda will search to see if she can find better rates, but there does not seem to be any at this time. A motion was made by Ramona Hacker and seconded by Nancy Paul approving the current Investment Report. Motion carried.

A motion was made by Linda Madison and seconded by Nancy Renner approving the use of the Courier Times and the Middletown News as the designated newspapers for printing legal notices for the Library. Motion carried.

Kaye Williams, Friends President, reported on Saturday's book sale as being successful. With so many changes over the past few months in the book room and basement, patrons were friendly and impressed with the ease of finding authors and titles they desired to find. Being able to purchase with a debit or credit card was also a plus. Book sales will be monthly and at various times and various days of the week this year.

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

Helen L. Hay