

MINUTES
Marjorie Johnson Board Room, 376 S. 15th Street, New Castle, IN 47362
May 16, 2016

Roll:	Linda Madison Nancy Paul Tom Sproles	Linda Shore Nancy Renner Kevin Thornburg
Others Present:	Winnie Logan Helen L. Hay Kaye Williams Wayne Roberts	Lisa Stamm Brenda Martinez Shawn Washler

MINUTES

A motion was made by Nancy Renner and seconded by Linda Shore for the approval of the minutes of the Executive meeting held at 3:30 p.m. on April 18, 2016. Motion carried.

A motion was made by Tom Sproles and seconded by Nancy Paul for the approval of the minutes of the April 18, 2016 meeting. Motion carried.

FINANCIAL REPORTS

Forms were signed for approving the monthly payments for April 2016 (Warrants 123702 – 123779). Brenda reviewed the monthly Financial Report, Bank balances and the encumbered report. Expenses are being monitored very closely. 72% of the 2016 Operating budget remains at this time. A motion was made by Tom Sproles and seconded by Nancy Paul for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Winnie gave the highlights of her monthly report. A total of four bids were received for the waterproofing project in the Children's Department. The option of treating the water problem from the inside of the building is more appealing as opposed to excavating around the outside of the building. Two contractors have been invited to attend today's meeting to explain the process. A group of staff, teens and Friends will be participating in the Memorial Day Parade as an ongoing Centennial celebration along with the Summer Reading Program. They will be wearing birthday cake costumes. Various statistics were reviewed. Staff changes: Evan Jewell – Part Time AV Assistant – hired effective May 2, 2016; Teresa Janney – Part Time Circulation Assistant – hired effective May 2, 2016. A motion was made by Tom Sproles and seconded by Kevin Thornburg for the approval of the Director's report. Motion carried.

NEW BUSINESS:

Wayne Roberts, owner of A-1 Waterproofing gave a brief history of his business and explained his proposal for waterproofing in the Children's department. The work would be completed on a Sunday to avoid disrupting library business. Mr. Roberts was confident the work could be completed in one

Sunday. There is a lifetime warranty on the waterproofing and two years warranty on the pump and battery back-up. The second contractor was unable to attend the meeting. After discussion and comparison of cost and products supplied by the two lowest bids, a motion was made by Tom Sproles and seconded by Linda Shore to hire A-1 Waterproofing at the cost of \$16,416.00 for the waterproofing project in the Children's department and to pay for the project with Construction Funds. Motion carried.

Shawn Washler, Maintenance Supervisor, discussed the need to replace the sump pump in the basement. Three bids ranging from \$5,400 to \$3,121.08 were received. A motion was made by Linda Shore and seconded by Kevin Thornburg to hire Triple J Plumbing to replace the basement sump pump at the cost of \$3,121.08 and to use funds from the Construction Fund for payment. Motion carried.

A motion was made by Nancy Renner and seconded by Linda Shore for the approval to close the Library on September 30, 2016 for the annual Staff Training Day. Motion carried.

OLD BUSINESS:

The Employee Paid Time-Off Policy was discussed once again this month. Winnie shared a page of explanations to the Paid Time-Off and Extended Medical Leave Banks and Limits. There will be a Paid Time-Off Bank with a maximum of 360 hours. Any additional accrued hours will go into the Extended Medical Leave Bank with a maximum of 360 hours. Once 720 hours are reached, no more will be allowed to accrue until some are used. The PTO hours can be used for any reason. The EML hours are for limited reasons similar to FMLA regulations. Only the PTO hours will be available for cash pay-out at termination or retirement with proper notice. These changes will be discussed with Managers this week and the final draft will be brought back at the June Board meeting for approval. No action was taken today.

Kaye Williams, Friends' President, brought us up to date with up-coming events. Friends will participate in the Memorial Day Parade. The next Book Sales are May 21 and June 18 from noon to 4:00 p.m. T-MAX did a great job on changing the Gift Shop sign to the Book Shop sign. Friends will be hosting an Old Fashioned Picnic on July 21 as their Centennial Celebration event in the auditorium. We will serve 56 guests at 4:00 and another 56 guests at 5:00. A picnic style boxed meal will be served with an Old Fashioned Quartet singing as entertainment. Friends will end the evening with the movie "The Good Old Summertime" beginning at 6:30.

A motion was made by Tom Sproles and seconded by Nancy Paul for adjournment. The meeting adjourned at 5:40 p.m.

Helen L. Hay