



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

August 19, 2019

4:00 p.m.

Roll: Linda Madison Ramona Hacker Linda Shore
Kevin Thornburg Linda Brock Nancy Cook

Others Present: Winnie Logan Alissa Orr Brenda Martinez
Travis Weik

AGENDA

A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the agenda for the August 19, 2019 meeting. Motion carried.

MINUTES

A motion was made by Ramona Hacker and seconded by Nancy Cook for the approval of the minutes of the July 15, 2019 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #126598 – 126672, Payroll Checks #25392 – 25393, were reviewed and signed for approval. Brenda reviewed the financial and bank reports. She reported that the library currently has a healthy operating balance. Brenda reported that the library spending should be at 58% for this time of year and is on schedule to finish out the year well. A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the financial report. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the library is experiencing several issues with the HVAC system. The building has not been cooling as it should and both chillers are not running at the same time as they should. The Maintenance Supervisor, Steve Morgan, has been working with MRS to try to resolve the issues. MRS has replaced parts that were leaking as well as replenished glycol that had leaked out. We have been advised to replace the chilled water buffer tank which is a costly repair. We are also in the process of upgrading the TALON Building Management system so that the system can be controlled off site. Steve is contacting a couple of other HVAC companies to get a quote for replacing the buffer tank.

Winnie reported that amnesty week July 29 – August 3 was a success. There were not a lot of materials returned but a few patrons were able to get their accounts cleared so that they could once again check out materials.

Winnie reported that the Library Surplus Auction on August 17 went well. The basement was cleared out of surplus items and a profit of \$785.65 was made.

Winnie reported that the Library's new streaming resource, Kanopy, has been successful with 250 checkouts in the first month.

Winnie reported that a new staff member has been added to the library. Rachel Smith was hired as the new part time children's assistant effective August 5. Winnie reported that Erica Bishop resigned as a part time children's assistant effective August 10 and Destini Morreli resigned as a part time children's assistant effective August 17.

Winnie reported the travel for the month. Kathie Ward attended the Midwestern Roots Conference in Indianapolis, IN. Winnie Logan attended the IPLA Advisory Board Meeting in Pendleton, IN. Winnie Logan attended the ECI Directors' Meeting in Pendleton, IN.

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the director's report. Motion carried.

OLD BUSINESS

Winnie presented the updated Capital Assets Policy. The changes suggested at the July meeting were applied, defining capital assets to have an estimated useful life of more than one year and an original cost of \$500 or more. For accountability and safeguarding of assets, an inventory will be kept of all computers and other equipment costing less than the \$500 threshold but more than \$200 and will be classified as non-capitalized assets. A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of the updated Capital Assets Policy. Motion carried.

NEW BUSINESS

Copies of the 2020 Operating, Debt Service and Rainy Day budgets were reviewed. All budget increases are within the state average growth quotient set by the Department of Local Government Finance. A motion was made by Kevin Thornburg and seconded by Linda Shore for the approval of the 2020 budgets as presented. Motion carried.

A motion was made by Linda Shore and seconded by Linda Brock scheduling a public hearing for the 2020 Budgets on Sept. 16, 2019 at 4:00 p.m. in the Marjorie Johnson Board Room prior to the regular monthly Board meeting. Motion carried.

FRIENDS OF THE LIBRARY

Christy Tompkins, Friends' President, was absent from the board meeting. Winnie reported that the last book sale was August 10 and brought in \$259. Winnie stated that online book sales continue to do well. Winnie reported that the Friends gave away 312 books at the back to school festival. Winnie reported that the Friends will be sponsoring several upcoming library events including, an Antiques Road show,

The Library staff recognition day, an Authors Fair and an animated video membership called Crunchy Roll for Teen Scape.

A motion was made by Linda Shore and seconded by Ramona Hacker for adjournment. The meeting adjourned at 4:39 p.m.

Respectfully Submitted,
Alissa Orr