



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

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

July 15, 2019

4:02 p.m.

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

Others Present: Winnie Logan Alissa Orr Brenda Martinez
Christy Tompkins

AGENDA

A motion was made by Kevin Thornburg and seconded by Ramona Hacker for the approval of the agenda for the July 15, 2019 meeting. Motion carried.

MINUTES

A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the minutes of the June 17, 2019 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #126530 – 126597, Payroll Checks #25390 – 25391, were reviewed and signed for approval. Brenda reviewed the financial and bank reports. She reported that the library currently has a healthy operating balance.

Winnie reported that there is currently a balance of \$165,552.36 in the building fund. A motion was made by Kevin Thornburg and seconded by Ramona Hacker for the approval of the financial reports.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the library is working with United Way of Delaware & Henry County to host several Listen and Learn Sessions. We are cohosting these sessions so that we can receive feedback from our community about what they think are important issues that our community needs to address. The feedback will be important for the library as we move forward with our next 5-year plan. United Way will use the feedback as they begin to explore the areas of need in Henry County that they can help address.

Winnie reported the travel for the month. Winnie Logan attended the ECI Director's Meeting in Dublin, IN.

OLD BUSINESS

Winnie presented the updated Materials Circulation Policy. A Juvenile Fine Free Program and Amnesty Program were added to the policy. The amnesty program will take place during the week of the back to school fair July 29th through August 3rd. A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of the updated Materials Circulation Policy. Motion carried.

NEW BUSINESS

Winnie presented changes that need to be made to the Capital Assets Policy. The board discussed defining capital assets to have an estimated useful life of more than one year and an original cost of \$500 or more. The board also discussed that 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. Winnie will make the changes and will bring an updated policy to the August Board meeting.

Winnie reported that she had been asked for the library to be a drop-off site for a food drive hosted by ICAP. After some discussion the Board decided by consensus to not participate.

FRIENDS OF THE LIBRARY

Christy Tompkins, Friends' President, reported that sales were down at the last book sale. The next book sale will take place August 10 from 12-4. The next Noteworthy concert is July 25 featuring Blue River Band. Christy reported that the friends will be giving away free books at the back to school fair on July 29th. The Friends have provided \$1,780 for the hearing loop system being installed in the auditorium. The Friends will also provide \$512 to cover cost of snacks at the Library workers training day. The friends are in need of donations and new members.

A motion was made by Ramona Hacker and seconded by Nancy Cook for adjournment. The meeting adjourned at 5:22 p.m.

Respectfully Submitted,
Alissa Orr