



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

Auditorium of the New Castle Library

July 20, 2020

4:03 p.m.

Present:	Linda Madison Terry Matney	Linda Brock Nancy Cook (virtual)	Linda Shore
Absent:	Ramona Hacker	Tom Sproles	
Others Present:	Winnie Logan Joyce Winchester	Brenda Martinez	Alissa Orr

AGENDA

A motion was made by Linda Shore and seconded by Terry Matney for the approval of the agenda for the July 20, 2020 meeting. Motion carried.

MINUTES

A motion was made by Linda Brock and seconded by Nancy Cook for the approval of the minutes of the June 22, 2020 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #127339 & 127341-127394, VOIDED CHECKS # 127080 & 127340 were reviewed for approval. Brenda reviewed the financial and bank reports. Brenda reported that supply expenses are low because the library was closed. The library is now open and supplies will be increasing because of extra cleaning being done.

Winnie reported on the 2021 budget process. The DLGF forms were not available until today, July 20. Winnie will present the 2021 budget at the August board meeting followed by the public hearing in September and the budget adoption in October. A motion was made by Terry Matney and seconded by Linda Shore for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that Indiana is currently in stage 4.5 of the reopening plan and the library also began offering expanded services on July 6. The library has begun to operate at our pre-COVID 19 business hours. The Bookmobile also began a shortened summer

schedule of July 6 - August 13. The Bookmobile is currently limited to two patrons or one family on the bus at a time and is also offering holds delivery for patrons.

Winnie reported that Vital Computing has been working over the last few weeks to replace all of the library's staff computers.

OLD BUSINESS

Winnie asked the board for approval of closing the library on Friday, September 18 from 11am to 1pm for the Staff Recognition Luncheon. The luncheon will be held at Baker Park and Kai's Kreations Food Truck will be providing lunch. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the library closing on September 18 from 11am to 1pm. Motion carried.

NEW BUSINESS

Winnie provided the board with an updated *Bad Debts and Uncollectible Account Policy*. Policy updates included a change to overdue notices and bad debt write-offs. A motion was made by Terry Matney and seconded by Linda Brock for the approval of the *Bad Debts and Uncollectible Account Policy* update. Motion carried.

Winnie introduced a *Resolution to Temporarily Change Meeting Room Fees* to board members. The resolution states that all rooms that require a reservation fee will be \$25 through the end of 2020. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the *Resolution to Temporarily Change Meeting Room Fees*. Motion carried.

Winnie provided the board with an updated *Gift Policy*. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the *Gift Policy* update. Motion carried.

FRIENDS OF THE LIBRARY

Joyce Winchester, Friends' President reported that a free Noteworthy concert with Kevin Stonerock will take place on July 23rd and donations will not be collected. A Friends book sale is scheduled to take place on August 15 and staff will be wearing masks. Joyce reported that the Friends are purchasing drop boxes that will be placed in library entrances for book donations. Donations can currently be made by calling and setting up an appointment.

A motion was made by Linda Brock and seconded by Terry Matney for adjournment. The regular meeting adjourned at 5:08pm.

Respectfully Submitted,
Alissa Orr