



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES

NCHCPL, 376 S. 15th Street, New Castle, IN 47362

January 25, 2021

4:00 p.m.

Present: Adam Warwas Linda Brock Ramona Hacker
Terry Matney David Gratner Linda Shore
Nancy Cook (virtual)

Absent:

Others Present: Winnie Logan Alissa Orr Brenda Martinez
Joyce Winchester

Winnie Logan, Director, opened the meeting at 4:00 p.m. A motion was made by Linda Shore and seconded by Linda Brock nominating Terry Matney for President. Motion carried. A motion was made by Nancy Cook and seconded by Linda Brock nominating Linda Shore for Vice-President. Motion carried. A motion was made by Linda Shore and seconded by Ramona Hacker nominating Nancy Cook for Secretary. Motion carried. A motion was made by Linda Brock and seconded by Adam Warwas nominating Ramona Hacker for Treasurer. Motion carried. Terry Matney, called the regular Board meeting to order.

AGENDA

A motion was made by Linda Shore and seconded by Linda Brock for the approval of the agenda for the January 25, 2021 meeting. Motion carried.

MINUTES

A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of the minutes of the December 14, 2020 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: December-Warrants #127718-127742, January-Warrants # 127743-127796, VOID Check # 127745 & 127750 were reviewed and signed for approval. Brenda reviewed the month and year end financial reports and gave a breakdown of the revenues received from all funds for 2020. Brenda reported that the library expensed 84% of the 2020 budget and had a healthy ending balance. A motion was made by Ramona Hacker and seconded by Nancy Cook for the approval of the financial reports. Motion carried.

Brenda reviewed the Cancellation of Outstanding Checks/Warrants and asked for approval to cancel four outstanding checks from 2018 for a total of \$108.26. Funds will be placed back into the Operating fund. A motion was made by Linda Brock and seconded by Ramona Hacker for the approval to cancel Checks # 125319, 125616, and 126091, 126093 totaling \$108.26. Motion carried.

The NC-HC Public Library Construction Quarterly fund was reviewed. No motion needed

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that this year's completely digital Alaska themed Winter Reading program is winding down. Participants logged their reading time through our online platform, Beanstack and attended several Alaska themed virtual programs.

Winnie reported that a decision was made in early January once Henry County reached the red level of community spread for COVID-19 to keep the bookmobile off the road through at least the end of February. The bookmobile status will be reevaluated near the end of February. Winnie reported that the outreach staff continues to offer home delivery for patrons who request it.

Winnie reported that she recently met with Ryan Fetters from Baker Tilley Municipal Advisors (formerly Umbaugh) to discuss the next steps for planning to issue debt when the library's current bond is retired in 2023. His recommendation is that the Board considers issuing debt during 2022 to maintain the current debt tax levy. Winnie listed several possible projects including new carpet in all public areas, renovation of the Children's Department and parking lot maintenance. Fetters also recommended interviewing architects for a potential feasibility study to determine other facilities related needs that may be needed in the next 5 to 10 years.

Winnie reported that the full time reference librarian Janet Twigg, will be retiring effective January 31.

Winnie reported that the library received a \$25 donation from a room damage deposit from Eastern Indiana Federal Credit Union.

A motion was made by Adam Warwas and seconded by Linda Shore for approval of the Director's report. Motion carried.

OLD BUSINESS

Winnie reviewed the real estate transfer agreement that has been sent to the city regarding the purchase of the North parking lot. No motion needed.

NEW BUSINESS

The Library Board of Trustees' Bylaws were reviewed with no changes. No motion needed.

The Internet Safety and Computer Use Policy was reviewed with no changes. No motion needed.

The Background Check Policy was reviewed with updates. A motion was made by Ramona Hacker and seconded by Linda Brock approving the Background Check Policy update as presented. Motion carried.

Security camera project bids were reviewed by board members. Guardian Media Systems, MAX Video Security and Johnson Controls each submitted bids for the project. The board tabled the project until more information is received. No motion needed.

FRIENDS OF THE LIBRARY

Joyce Winchester, Friends' President, stated that the next book sale is scheduled for February 13, 2021.

The regular meeting adjourned at 5:31p.m. and the annual Board of Finance meeting was opened immediately.

BOARD OF FINANCE

A motion was made by Ramona Hacker and seconded by Linda Shore nominating Linda Brock as President of the annual Board of Finance meeting. Motion carried. Linda Brock conducted the remainder of the meeting.

A motion was made by Linda Brock and seconded by Ramona Hacker nominating Linda Shore as Secretary of the Board of Finance meeting. Motion carried.

Brenda handed out copies of the Annual Investment Report for the year ending 2020. Bank Depositories were noted for 2020 – 2021. Brenda stated that the library funds are FDIC and PDIF insured. Brenda reviewed the current bank balances and where the funds are kept for the library. Brenda periodically checks investment rates and reported that current interest rates are low so no action will take place at this time. Brenda reviewed the interest earned and did a four year comparison for all funds. Interest earned for 2020 was \$12,671.66. A motion was made by Terry Matney and seconded by Ramona Hacker to approve the Investment Report as presented. Motion carried.

The Library's Investment Policy was reviewed. No changes were necessary. A motion was made by Linda Shore and seconded by Adam Warwas for the approval of the Library's Investment Policy. Motion carried.

A motion was made by Adam Warwas and seconded by Linda Shore designating The Courier Times and the Middletown News as the newspapers for all advertising notices. Motion carried.

A motion was made by Linda Shore and seconded by Linda Brock for adjournment. The meeting adjourned at 5:45 p.m.

Respectfully Submitted,
Alissa Orr