



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium of the New Castle Library
October 18, 2020
4:03 p.m.

Present: Adam Warwas David Gratner Linda Shore
Terry Matney Nancy Cook

Absent: Ramona Hacker Linda Brock

Others Present: Winnie Logan Brenda Martinez Alissa Orr
Kevin McCurdy Christy Tompkins Ryan Fetters

AGENDA

A motion was made by Nancy Cook and seconded by Adam Warwas for the approval of the agenda for the October 18, 2021 meeting. Motion carried.

MINUTES

A motion was made by Nancy Cook and seconded by Adam Warwas for the approval of the minutes of the September 20, 2021 meeting. Motion carried.

FINANCIAL REPORTS

Register of Claims: Warrants #128267-128327 were reviewed for approval. Brenda reviewed the financial and bank reports. Brenda reported that the library's operating balance is currently at 61% spent for the year and is on track to end the year with a healthy operating balance. A motion was made by Adam Warwas and seconded by Nancy Cook for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the new telephones have been received and are currently being installed. Savings on our monthly bill has already begun as the telephone lines were converted to the new packages on July 1. Winnie is also working on upgrading our fire and intrusion system to allow the monitoring to be done using cellular connections instead of POTS. Winnie has received quotes from Koorsen and Johnson Controls and has determined that it is more cost effective to remain with Johnson Controls. The system will be upgraded in the coming weeks.

Winnie reported that Mayor York contacted her and the city does not want to turn over ownership of the North parking lot.

Winnie reported that Hope Gwinn was hired as the PT Outreach Assistant effective October 1.

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

FRIENDS OF THE LIBRARY

Christy Tompkins, Friends' Acting President, reported that the Friends book sale on October 16 brought in \$299.50. The next Friends book sale will be December 11. Christy reported that the next Noteworthy concert will be December 9 with Circle City Ringers. The Friends are still in need of DVD donations.

OLD BUSINESS

Winnie reviewed the advertised budgets, levies and tax rates for 2022. A motion was made by Adam Warwas and seconded by David Gratner for the approval to adopt the 2022 Budget. Motion carried. Board members signed the budget resolution. Winnie will submit the adopted budget and upload the signed resolution through the online Indiana Gateway for government units.

Winnie reported that she has requested a third quote for the RFID conversion proposal. The new quote has not come in yet and the board decided to table the project until the November board meeting.

NEW BUSINESS

Winnie presented an Infant-at-Work request from Makayla Maddy and her son Jeremiah Gage Seward. Makayla has currently been in the trial period of the program and after consulting with Makayla's manager about the trial period Winnie advised the board to approve the request. The board discussed expanding the infant-at work program to part time staff as well. A motion was made by Adam Warwas and seconded by Nancy Cook for the approval of Makayla Maddy's Infant-at-Work request. Motion carried.

Winnie reported that she has not received all of the Employee Health Insurance Renewal options. There was discussion about increasing the percent paid by the library for Employee Health Insurance but it was decided that the board would look at other options for a COVID relief/employee incentive package that would reward all employees rather than only those that currently have library health insurance. A motion was made by Nancy Cook and seconded by David Gratner to approve the employee health insurance renewal option at the director's discretion with the library continuing to pay 75% of the insurance and making a \$1,000 contribution (\$250 quarterly) to employees' HSA accounts for those who choose the HSA option. Motion carried.

Winnie presented a PACE Conversation document for the board to use for the Director's Annual Performance Evaluation. After discussion the board decided to meet in an executive session at the next board meeting Monday, Nov. 15 at 3:30pm. Winnie will hand out Director Evaluations for Library Managers to fill out and return to the library board before the executive session.

FACILITIES PLANNING

Ryan Feters of Baker Tilly presented information on General Obligation Bonds and First Mortgage Bonds. He reported that the library has a wide range of bond options without a tax increase. He explained that in order to prevent the tax rate from dropping the library must issue bonds in 2022. The General Obligation Bond Capacity is estimated at \$8,297,334.00. In order to issue a higher bond capacity a First Mortgage Bond would be necessary but there would still be no tax increase for the project that is being discussed. Ryan reported that the library board must set a maximum bond amount for the project at the current meeting in order to stay on schedule.

Kevin McCurdy presented an alternate design plan for the board to review. The alternate design plan removes the originally discussed outdoor awning/children's area with a walkway that connects to the arts park due to the library not receiving ownership of the North parking lot. In the alternate design a new entrance is created on the East side of the building with a large canopy. This area can be used for outdoor programs and creates a space for individuals to be dropped off out of the rain. This entrance also provides easier access to the elevator for our patrons and has a slide outside of the children's department. The board discussed the new plans in depth before voting on the maximum bond amount. A motion was made by Adam Warwas and seconded by Nancy Cook for a maximum bond of \$10.6 million dollars. Motion carried.

Winnie reported that the board must publish a Notice of Public Hearing. A motion was made by Adam Warwas and seconded by Nancy Cook to publish a Notice of Public Hearing for Nov. 15 at 4pm and Nov. 29 at 4pm. Motion carried.

Adam Warwas suggested that the board contact the city council for more information on the North parking lot.

A motion was made by Adam Warwas for adjournment. The regular meeting adjourned at 6:41pm.

Respectfully Submitted,
Alissa Orr