



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
December 13, 2021
4:01 p.m.

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

Absent: Ramona Hacker

Others Present: Winnie Logan Brenda Martinez Alissa Orr
Kaye Lindsey

AGENDA

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the agenda for the December 13, 2021 meeting. Motion carried.

MINUTES

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the minutes of the November 15, 2021 executive session. Motion carried.

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the minutes of the November 29, 2021 meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: Warrants #128384-128457 were reviewed for approval. Brenda reviewed the financial and bank reports. Brenda reported that the library is on track to end the year with a healthy balance. As of November 30 the library's overall operating budget was at 75.5% spent. A motion was made by Linda Brock and seconded by David Gratner for the approval of the financial report. Motion carried.

Brenda reviewed the transfer list with board members. A motion was made by Adam Warwas and seconded by David Gratner for the approval of the transfer list. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan reviewed her monthly report. Winnie reported that the library has been busy with Christmas programming. Rather than hosting a single day holiday celebration Christmas themed programs were spread out over a Christmas Festivities Week. Programs included animals of the North Pole, a Santa visit, crafts, the Library of Trees opening and a concert by the Raintree Children's Choir. Winnie also thanked Henry County REMC for assisting in placing Christmas lights outside the library.

FRIENDS OF THE LIBRARY REPORT

Kaye Lindsey, Friends' secretary, reported that 2021 was a good year for the Friends which allowed them to donate books to many people in the community. The Friends' also supported the library with donations for several library programs and needs. Kaye provided the library board with a list of all the 2022 Friends book sales and Noteworthy Concerts.

OLD BUSINESS

Winnie handed out the employee salary information requested by David Gratner regarding the 2022 employee salary resolution. After much discussion the board agreed to raise the starting salary for clerical and assistant level positions. A motion was made by Adam Warwas and seconded by Nancy Cook for the approval of the 2022 salary resolution as presented. Motion carried

Winnie reported that the energy recovery unit quotes are not available at this time. The Board tabled the project until the January meeting.

NEW BUSINESS

The 2022 Board Meeting Dates were handed out to the board to review. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the 2022 Board Meeting Dates as presented. Motion carried.

The 2022 Library Holiday Closing Schedule was handed out to the board to review. A mistake was pointed out by Adam Warwas. A motion was made by Adam Warwas and seconded by Linda Shore for the approval of the 2022 Library Holiday Closing Schedule as corrected. Motion carried.

Winnie presented an updated Drug-free workplace policy. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the Drug-Free Workplace Policy as presented. Motion carried.

A motion was made by Adam Warwas and seconded by Linda Shore for adjournment. The regular meeting adjourned at 5:11pm.

Respectfully Submitted,
Alissa Orr