



# NEW CASTLE • HENRY COUNTY

---

## PUBLIC LIBRARY

**MINUTES**  
**Auditorium**  
**January 24, 2022**  
**4:00 p.m.**

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

**Absent:**

**Others Present:** Winnie Logan Brenda Martinez Alissa Orr  
Joyce Winchester

Winnie Logan, Director, opened the meeting at 4:00 p.m. A motion was made by David Gratner and seconded by Nancy Cook to keep the 2021 board officers in place for 2022 with Terry Matney as President, Linda Shore as Vice President, Nancy Cook as Secretary and Ramona Hacker as 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 24, 2022 meeting. Motion carried.

### **MINUTES**

A motion was made by Nancy Cook and seconded by Ramona Hacker for the approval of the minutes of the December 13, 2021 meeting. Motion carried.

### **FINANCIAL REPORT**

Register of Claims: December-Warrants #128457-128485, January- Warrants # 128486-128535, were reviewed and signed for approval. Brenda reviewed the month and year end financial reports and gave a breakdown of the encumbered report for 2021. Brenda reported that the library expensed 84% of the 2021 budget and had a healthy ending balance. Brenda reviewed the Cancellation of Outstanding Checks/Warrants and asked for approval to cancel an outstanding check from 2019 for a total of \$10.

Funds will be placed back into the Operating fund. A motion was made by Linda Shore and seconded by Adam Warwas for the approval of the financial reports and the cancelation of check #126603. Motion carried.

### **DIRECTOR'S REPORT**

Director, Winnie Logan reviewed her monthly report. Winnie reported that the Winter Reading program concluded on January 15. This year's patron participation was much lower than previous years but the percent of patrons who completed the program did increase. Of the 99 patrons who registered, 59.6% completed the program. Winnie and the library staff are looking at the reasons for low participation and ways to improve but are happy with accomplishing their goal of having a 50% completion rate.

### **FRIENDS OF THE LIBRARY REPORT**

Joyce Winchester, Friends' president, reported that the December book sale had a lower profit than usual bringing in \$150. The sale did move a lot of items with a buy one get one deal which will allow for new materials to be put on the shelves. Joyce reported that due to Covid the Friends annual members meeting will once again be done through the mail. The next book sale will be Saturday, February 12 from 12pm-4pm.

### **OLD BUSINESS**

Winnie reported that she has signed a contract with Irish Mechanical to make repairs to our current energy recovery unit. The repairs will bring our current system up to code and in working order with a cost of \$10,850.

### **NEW BUSINESS**

The Library Board of Trustees' Bylaws were reviewed with no changes. A motion was made Nancy Cook and seconded by Ramona Hacker for the approval of the Bylaws. Motion carried.

The Internet Safety and Computer Use policy was reviewed with a few changes. A motion was made by Linda Shore and seconded by Linda Brock for the approval of Internet Safety and Computer Use Policy as presented. Motion carried.

Winnie reported that the library Building Corporation needs to have three appointed members. The members cannot be library board members. After discussion President, Terry Matney, suggested that each board member should bring a couple names to the February board meeting.

A motion was made by Linda Shore and seconded by Nancy Cook for adjournment. The regular meeting adjourned at 4:58pm and the annual Board of Finance meeting was opened immediately.

## **BOARD OF FINANCE**

A motion was made by Nancy Cook and seconded by Adam Warwas nominating Linda Brock as President of the annual Board of Finance meeting. Motion carried.

A motion was made by Linda Brock and seconded by Adam Warwas 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 2021. Bank Depositories were noted for 2021 – 2022. 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 2021 was \$3,310.94. A motion was made by Linda Shore 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 Nancy Cook and seconded by Ramona Hacker for the approval of the Library's Investment Policy. Motion carried.

A motion was made by Linda Shore and seconded by Linda Brock designating The Courier Times as the newspaper for all advertising notices. Motion carried.

A motion was made by Adam Warwas and seconded by Linda Shore for adjournment. The meeting adjourned at 5:10 p.m.

Respectfully Submitted,  
Alissa Orr