



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
May 16, 2022
4:00 p.m.

Present:	Adam Warwas Linda Brock	Terry Matney	Nancy Cook
Absent:	Linda Shore	David Gratner	Ramona Hacker
Others Present:	Winnie Logan Joyce Winchester	Brenda Martinez Kevin McCurdy	Alissa Orr

AGENDA

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the agenda for the May 16, 2022 meeting. Motion carried.

MINUTES

A motion was made by Linda Brock and seconded by Adam Warwas for the approval of the minutes of the April 18, 2022 meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: April- Warrants # 128720-128781, VOIDED CHECKS 128670 were reviewed and signed for approval. Brenda reviewed the monthly financial reports. Brenda reviewed the Encumbered Report and reported that 2022 expenditures are currently at 26.8% spent, below the estimated 33%. Vouchers 259 and 261 were reviewed for correction. Brenda reported that vouchers 259 and 261 had zero amounts at the April board meeting. A motion was made by Adam Warwas and seconded by Nancy Cook for the approval of the financial report. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan reviewed her monthly report. Winnie reported that the library closed on Friday, May 6 due to an issue with the security system. The library security system had been recently upgraded

and a new panel was installed. When staff arrived on Friday, May 6 they were not able to disarm the system which resulted in the alarm sounding. Johnson Controls customer support was called to resolve the issue, but they were unable to give an estimated time of arrival. The alarm was still sounding when it was time to open, so the decision was made to close for the day. Support tech did arrive later in the morning and the new panel was replaced and the system was reset. Winnie also reported that the library closed early on Tuesday, May 10 due to water issues. ProGreen had been working on the library's outdoor sprinkler system when a line broke causing water to fill up in the back parking lot. Due to recent road work the water shut off had been paved over and ProGreen was not able to stop the leak immediately. The decision was made to close the library at 5pm.

Winnie reported that Summer Reading will begin on June 4 and run through July 30. There will be a Kick-Off Beach Party on Saturday, June 4 with a bounce house, snow cones and visits from book characters, Elephant and Piggie. There will be a variety of programs throughout the summer ending with the Renaissance Fair on Saturday, July 30. Winnie reported that this year the library is using a new app, Reader Zone, which will allow participants to track their reading and activities online. There will be a paper log option as well.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friends' president, reported that the Friends next book sale is Saturday, May 21 from noon to 4pm. Specials will include two carts of storybooks/picture books that will be 20 books for \$1 and cookbooks will be on sale buy one get on free. The Friends will also be selling Bicentennial postcards 5 for \$1. Joyce reported that the Friends next Noteworthy concert will be Thursday, May 19 with Zach Dubois.

OLD BUSINESS:

The board briefly discussed the possibility of becoming a Fine Free library. The board decided to table the conversation until Winnie collects more information.

NEW BUSINESS

Winnie gave a library staffing update. Makayla Seward, full time children's assistant and Jordan Harrison, full time children's assistant, resigned effective May 13. Tiffany Gwinn, part time children's assistant was promoted to full time children's assistant effective May 16. Kyria Dickerson, children's department summer intern, was hired effective May 12. Hope Gwinn, part time outreach assistant, was promoted to full time outreach assistant effective May 16. Winnie reported that she would like to hire two part time library pages (high school students) for the summer and possibly beyond to assist in the Children's Department. Winnie presented an updated salary schedule to the board for approval. A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the updated salary schedule.

Winnie presented two quotes to the board for a library website redesign. IronGate Creative submitted a quote for \$13,000. Farmhouse Creative submitted a quote for \$1,950. Christy Ragle from WholeHeart

Communications recommended Farmhouse Creative. A motion was made by Adam Warwas and seconded by Linda Brock approving Farmhouse Creative to redesign the library's website.

BUILDING PROJECT

Architect Update

Kevin McCurdy gave an update on ERV project. Kevin reported that additional components are not working and changes to the plan will have to be made once more information is received. Kevin will give an update at the next board meeting.

Kevin presented up to date designs of the library renovation for the board to look over.

Bond Paying Agent and Trustee Services

Winnie reported that Baker Tilly asked if the board had a preference on which bank to use as the bond paying agent and trustee services. The current bond paying agent is Citizens State Bank. Citizens State Bank currently has significantly higher fees than other banks. The board asked for more information regarding the fees of other banks.

A motion was made by Nancy Cook and seconded by Linda Brock for adjournment. The meeting adjourned at 5:53 p.m.

Respectfully Submitted,
Alissa Orr