



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

**MINUTES**  
**Auditorium**  
**September 19, 2022**  
**4:00 p.m.**

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

**Absent:** Ramona Hacker

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

### **AGENDA**

A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the agenda for the September 19, 2022 meeting. Motion carried.

### **MINUTES**

A motion was made by Adam Warwas and seconded by David Gratner for the approval of the minutes of the August 15, 2022 meeting. Motion carried.

### **FINANCIAL REPORT**

Register of Claims: August- Warrants # 128971-1289036 were reviewed and signed for approval. Brenda reviewed the monthly financial reports. Brenda reported that the library has a healthy operating balance at 56.3% spent which is well under the expected 67% spent. A motion was made by Adam Warwas and seconded by Linda Brock for the approval of the financial report. Motion carried.

### **DIRECTOR'S REPORT**

Director, Winnie Logan reviewed her monthly report. Winnie reported that the library was recently notified by the Indiana State Library that the analysis of the public library service areas based on the 2020 census has been completed and our library has dropped down to a Class B classification (we were a Class A library based on the 2010 census.) Winnie stated that this classification does not have any impact on the way she plans to operate, but it does allow flexibility in areas including decreasing library

hours, requirements for branch/department heads, professional assistants and any newly hired directors.

Winnie reported that Hope Gwinn was promoted to Outreach Supervisor effective August 22 and Katie Clontz was hired as the part time Outreach Assistant effective September 6. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the director's report. Motion carried.

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

Joyce Winchester, Friends' president, reported that there will be a Noteworthy Concert this Thursday, September 22 at the 1400 plaza. Joyce informed the board that the Noteworthy concerts will be discontinued in 2023 making the December Noteworthy concert the last Noteworthy concert hosted by The Friends.

Joyce reported that there will be a Friends Book Sale on October 15 from noon to 4pm with several specials. The Friends are also planning a silent auction of Henry County materials. The board expressed their thanks for all the hard work done by the Friends of the Library.

### **BUILDING PROJECT**

#### **Architect Update**

Winnie reported that she has a meeting with the architect on Wednesday, September 21 to discuss details and make material selections for the children's department.

Winnie reported that the library received an A rating and the bond sale will take place on September 28. Once the bonds have been sold the construction money will be placed in a new account. Brenda will be shopping around to find the bank with the best interest rate for the construction funds.

### **OLD BUSINESS:**

#### **2023 Budget Update**

Winnie reported that she attended the public hearing at the county council meeting. There were no concerns expressed at the meeting. The county council will hold an adoption meeting on September 22 at 3:30pm.

### **NEW BUSINESS:**

#### **Library Card and Circulation Policy**

Winnie presented a library card and circulation policy for the board to review. This policy combines a few older policies into one updated policy. Winnie presented changes she would like to make to the

policy. After discussion a motion was made by Adam Warwas and seconded by Linda Shore for approval of the Library Card and Circulation Policy with the changes presented.

### **Fines & Fees Policy**

Winnie presented a Fines & Fees policy for the board to review. Winnie presented changes that the library staff would like to make to the policy. After discussion a motion was made by Linda Shore and seconded by Linda Brock for approval of the Fines & Fees policy with the suggested corrections.

A motion was made by Adam Warwas for adjournment. The meeting adjourned at 5:25 p.m.

Respectfully Submitted,  
Alissa Orr