



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

**MINUTES**  
**Auditorium**  
**December 12, 2022**  
**4:07 p.m.**

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

**Absent:** David Gratner

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

### **AGENDA**

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the agenda for the December 12, 2022 meeting. Motion carried.

### **MINUTES**

A motion was made by Adam Warwas and seconded by Linda Shore for the approval of the minutes of the November 21, 2022 executive session. Motion carried.

A motion was made by Adam Warwas and seconded by Nancy Cook for the approval of the minutes of the November 21, 2022 meeting. Motion carried.

### **FINANCIAL REPORT**

Register of Claims: Warrants #129155-129214 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 73.4% spent. Brenda reported that she once again transferred library funds into the Trust Indiana account due to the higher interest rate. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the financial report. Motion carried.

Brenda reviewed the transfer list with board members. A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the transfer list. Motion carried.

## **DIRECTOR'S REPORT**

Director, Winnie Logan reviewed her monthly report. Winnie reported that the staff is busy preparing for the Winter Reading Program which begins on December 17 and runs through January 28. This year's theme is dinosaurs. Patrons have a chance to win prizes when they read 600 minutes over a 6 week period.

Winnie reported that the administrative staff has been evaluating several online HR and Payroll solution companies and has selected Paycor for the library's needs. Paycor will aid the library business office by easily keeping track of employees' time and preparing payroll. Paycor will also be used during open enrollment periods to sign up for insurance as well as new employee onboarding. We hope to use the Paycor system for the first payroll in January.

Winnie reported that Evan Jewell, Public Services Assistant was promoted to Technical Services Assistant effective December 5. Helene Donoghue, Part Time Public Services Associate was promoted to Public Services Assistant effective December 5. Remy Stegbauer, Part Time Reference Assistant was promoted to Adult Services Specialist effective December 19. A motion was made by Linda Shore and seconded by Adam Warwas for the approval of the director's report. Motion carried.

## **FRIENDS OF THE LIBRARY REPORT**

Joyce Winchester, Friends' President, reported that the Friends have had a busy December with a book sale and providing cookies for the Library Christmas Open House. Joyce reported that the December book sale brought in just under \$300. The Friends are down a few volunteers due to health issues and could use some volunteers if anyone is interested.

## **OLD BUSINESS**

Winnie presented an updated salary structure for 2023. The board discussed that they have a goal of getting as many staff members as possible to the minimum recommendation of the salary study that was presented at the November board meeting. The board reiterated that this will be a multiyear process. A motion was made by Adam Warwas and seconded by Linda Shore for the approval of the 2023 salary resolution as presented. Motion carried

## **NEW BUSINESS**

The 2023 Board Meeting Dates were handed out to the board to review. A motion was made by Adam Warwas and seconded by Linda Brock for the approval of the 2023 Board Meeting Dates as presented. Motion carried.

The 2023 Library Holiday Closing Schedule was handed out to the board to review. A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the 2023 Library Holiday Closing Schedule. Motion carried.

A motion was made by Adam Warwas and seconded by Linda Shore for adjournment. The regular meeting adjourned at 4:30pm.

Respectfully Submitted,  
Alissa Orr