



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

**MINUTES**  
**Auditorium**  
**January 23, 2023**  
**4:02 p.m.**

<b>Present:</b>	Adam Warwas David Gratner	Linda Shore Linda Brock	Terry Matney Ramona Hacker
<b>Absent:</b>	Nancy Cook		
<b>Others Present:</b>	Winnie Logan Joyce Winchester Krystal Stanich	Brenda Martinez Travis Weik	Alissa Orr Kevin McCurdy

Winnie Logan, Director, opened the meeting at 4:02 p.m. A motion was made by Linda Shore and seconded by Adam Warwas to reappoint Terry Matney as President. Motion carried.

A motion was made by Adam Warwas and seconded by Linda Brock to reappoint Linda Shore as Vice President. Motion carried.

A motion was made by Adam Warwas and seconded by Linda Shore to reappoint Nancy Cook as Secretary. Motion carried.

A motion was made by Linda Shore and seconded by Linda Brock to reappoint Ramona Hacker as Treasurer. Motion carried.

### **AGENDA**

A motion was made by Linda Shore and seconded by Ramona Hacker for the approval of the agenda for the January 23, 2023 meeting. Motion carried.

### **Henry County Author Series**

Krystal Stanich the Teen and Adult Services Librarian presented information on the 2023 Author Talk series. The goal of this program is to bring accessibility of big authors to our patrons. The library has partnered with the New Castle High School and the Friends of Bundy allowing the Author Talk series to take place at Bundy Auditorium free of charge. This year's authors will be Mina Hawk of the HGTV show *Good Bones* and Edgar Award winning novelist Mindy McGinnis. The library will apply for a grant to help

cover the cost of the Author Talk series but will not know the status of grant requests until March. In order to get the authors officially booked Krystal requested that the board approve the use of \$4,500 from the library's gift fund to be used as a backup in the event that the grant is not received. A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of \$4,500 to be used from the library's gift fund for the 2023 Author Talk series. Motion carried.

### **MINUTES**

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

A motion was made by Linda Shore and seconded by Linda Brock for the approval of the minutes of the December 12, 2022 executive session. Motion carried.

### **FINANCIAL REPORT**

Register of Claims: December Warrants #129215-129269 and January Warrants #129270-129312 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 and 2022. Brenda reported that the library expensed 80.6% of the 2022 budget and had a healthy ending balance. A motion was made by Adam Warwas and seconded by Linda Shore for the approval of the financial reports. Motion carried.

Brenda reviewed the Cancellation of Outstanding Checks/Warrants and asked for approval to cancel two outstanding checks from 2020 for a total of \$510. Funds will be placed back into the Operating fund. A motion was made by Adam Warwas and seconded by Linda Brock for the approval of the cancelation of checks #127080 and #127435. Motion carried.

Winnie reviewed the Resolution to Transfer Funds within the Library Operating Fund Major Categories. Winnie requested a reduction of \$4,800 from 1.13- Salary of part time assistants. Winnie requested that \$3,200 of the reduction of 1.13 be moved to 1.14- salary of janitors and \$1,600 be moved to 1.21- employee SHARE-FICA. A motion was made by Adam Warwas and seconded by Linda Shore for the approval of the Resolution to Transfer Funds within the Library Operating Fund Major Categories as presented. Motion carried.

### **DIRECTOR'S REPORT**

Director, Winnie Logan reviewed her monthly report. Winnie reported that the library made the decision to close at 5:00 p.m. on Thursday, December 22 and remained closed on Friday, December 23 due to weather conditions.

Winnie reported that on Friday, January 13 Mayor York approved the transfer of a small section of the North parking lot to the library. The section transferred includes the first entrance into the North parking lot. On Tuesday, January 17 the Board of Works approved the transfer.

Winnie reported that Leah Nicholson was hired as a part time public services associate effective December 26, 2022. Leah Nicholson resigned from the position effective January 8, 2023. Cassie Crandall was hired as a Part Time Public Services Associate effective December 28. Katie Clontz, Outreach Clerk resigned effective January 13. 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 the Friends have a book sale Saturday, January 28. The Friends are currently low on nonfiction books and could use donations. Joyce reported that the Friends are getting ready for their annual meeting on April 10.

### **Building Renovation Project**

Kevin McCurdy reported that after hearing concerns from library staff a sound specialist will be visiting the library to check the current acoustics and potential acoustic changes with construction. Kevin reported that due to a few other design changes the construction project will now go out to bid late February or early March.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

The Library Board of Trustees' Bylaws were reviewed with no changes. A motion was made Adam Warwas and seconded by Linda Brock for the approval of the Bylaws. Motion carried.

The Internet Safety and Computer Use policy was reviewed with no changes. A motion was made by Linda Shore and seconded by Adam Warwas for the approval of Internet Safety and Computer Use Policy. Motion carried.

Winnie presented a new Youth Protection Policy to the board. Winne asked the board to table the policy until the February meeting so that the policy can be reviewed by the library attorney.

A motion was made by Linda Shore and seconded by Linda Brock for adjournment. The regular meeting adjourned at 5:24pm and the annual Board of Finance meeting was opened immediately.

### **BOARD OF FINANCE**

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

A motion was made by Linda Shore and seconded by Adam Warwas nominating Linda Brock as Secretary of the Board of Finance meeting. Motion carried.

Brenda handed out copies of the Annual Investment Report for the year ending 2022-2023. Bank Depositories were noted for 2023. 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 rising but no action will take place at this time. Brenda reviewed the interest earned and did a five year comparison for all funds. Interest earned for 2022 was \$72,958.61. A motion was made by Terry Matney and seconded by Linda Brock 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 Adam Warwas and seconded by Linda Brock for the approval of the Library's Investment Policy. Motion carried.

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

A motion was made by Ramona Hacker and seconded by Linda Brock for adjournment. The meeting adjourned at 5:36 p.m.

Respectfully Submitted,  
Alissa Orr