



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
June 19, 2023
4:00 p.m.

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

Absent:

Others Present: Winnie Logan Alissa Orr Brenda Martinez
Christy Tompkins Kevin McCurdy Travis Weik
Josh Estelle

AGENDA

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the agenda for the June 19, 2023 meeting. Motion carried.

MINUTES

A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the minutes of the May 15, 2023 meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: May Warrants #129563-129624 were reviewed and signed for approval. Brenda reviewed the monthly financial reports. Brenda reviewed the Encumbered Report and reported that 2023 expenditures are currently at 34.6% spent, below the estimated 42%. A motion was made by Adam Warwas and seconded by David Gratner for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan reviewed her monthly report. Winnie reported that library staff has been preparing for the Library Surplus Sale that will take place on June 23rd and 24th. The sale will include

inventory items that were approved at the May board meeting along with several smaller items that are no longer needed. The sale will be advertised in the Courier Times and on social media.

Winnie reported that we are having issues with ending our business relationship with Xerox. We are disputing charges that they have billed the library for. Winnie has contacted the library's attorney for his assistance in resolving the situation.

Winnie gave the personnel report. Ricky Thompson was hired as a Public Services Associate effective May 30, 2023.

Winnie reported that the library received \$23.00 in miscellaneous donations, \$75.00 in meeting room related donations and \$10.00 in black box donations. A motion was made by Adam Warwas and seconded by Ramona Hacker for the approval of the Director's Report. Motion carried.

FRIENDS OF THE LIBRARY REPORT

Christy Tompkins, Friends' Vice-President, reported that the Friends have caught up on library pulls and donations. The Friends are now preparing for the Back to School Festival and the August 12 Book Sale. Ebay sales are still currently closed due to the illness of the Friends member who runs the Ebay sales.

OLD BUSINESS

None

NEW BUSINESS

Building Insurance Renewal

Josh Estelle presented the library board with two options for insurance renewal from Hanover and Cincinnati Insurance. Both quotes came in within just a few hundred dollars of each other. Josh reported that the library has been with Hanover for the last several years. Hanover has been easy to work with and specializes in insurance for libraries and schools. Josh reported that the only reason to switch to Cincinnati is that they offered a rate that is locked in for three years. A motion was made by Adam Warwas and seconded by Linda Brock for the approval of selecting Hanover for the insurance renewal. Motion carried.

Public and Staff Computer Lease

Winnie reported that the lease is now up for both public and staff computers. The public computer lease was up last year but we choose to extend the lease at that time. Winnie suggested that the library buy out some of the current staff computers to be used as public computers and sign a new lease for new staff computers. After discussion the board decided to table a decision until they receive a quote at the July board meeting.

Policy Review-Access to Public Records Policy

Winnie presented the current Access to Public Records Policy for review. After discussion the board decided to table updates to the policy until they determined how much time the library was allowed to have before they must provide information.

BUILDING RENOVATION PROJECT

Kevin reported that the construction bids came in higher than the maximum project budget. After discussion the library board scheduled a work session for Monday, June 26 at 4:30pm to review an updated project plan. A motion was made by David Gratner and seconded by Ramona Hacker to reject the bids and to rebid the construction project. Motion carried.

A motion was made by Linda Shore for adjournment. The regular meeting adjourned at 5:52pm

Respectfully Submitted,
Alissa Orr