



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

**MINUTES**  
**Auditorium**  
**May 15, 2023**  
**4:01 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  
Joyce Winchester Kevin McCurdy Travis Weik  
Jeff Swift

### **AGENDA**

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

### **MINUTES**

A motion was made by Linda Shore and seconded by Adam Warwas for the approval of the minutes of the April 17, 2023 meeting. Motion carried.

### **FINANCIAL REPORT**

Register of Claims: May Warrants #129474-129562 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 27.6% spent, below the estimated 33%. A motion was made by Ramona Hacker and seconded by Linda Shore for the approval of the financial reports. Motion carried.

### **DIRECTOR'S REPORT**

Director, Winnie Logan reviewed her monthly report. Winnie reported that the pre-bid walkthrough meeting was held on May 2. Several contractors were in attendance. The bids are scheduled to be due on May 23 at 3 p.m.

Winnie reported that library staff is preparing for Summer Reading with a Kick-Off party on Saturday, June 3. This year's Summer Reading theme is Constructing Community as the library prepares to start renovations. The kick-off event will include free snow cones, an inflatable obstacle course, "touch a construction truck" and visits with Curious George. Summer Reading participants will be able to track their reading using the Reader Zone app or paper logs. The library will also host several other events throughout the summer at the Arts Park and other local parks.

Winnie gave the personnel report noting that two employees had ended employment; Victoria Atkins, Children's Services Assistant effective April 17, 2023 and Leslie Harsh, Public Services Associate effective May 29, 2023. Robyn Kundert was hired as a full time Children's Services Assistant effective June 5, 2023.

Winnie reported that the library received \$20.00 in miscellaneous donations and \$4.35 in black box donations. 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 brought in \$247.75 at the May Book Sale and \$400 in daily sales during the month of May. The Friends are currently working on library pulls.

#### **Building Renovation Project**

Kevin gave an update on the project budget and the current status of the construction bids. There were three companies that attended the pre-bid walkthrough which included CK Construction, Ferguson Construction and Matcon Construction.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Winnie presented the 2023 General Disposal List for review. The library surplus sale will take place on Friday, June 23 and Saturday, June 24. A motion was made by David Gratner and seconded by Nancy Cook for the approval of the 2023 General Disposal List. Motion carried.

Winnie presented the updated Unattended Children's policy now called the Children in the Library Policy to the board for review. After discussion the board requested some minor corrections. A motion was

made by Linda Shore and seconded by Ramona Hacker for the approval of the Children in the Library Policy with the corrections discussed. Motion carried.

A motion was made by Linda Shore and seconded by Ramona Hacker for adjournment. The regular meeting adjourned at 5:04pm

Respectfully Submitted,  
Alissa Orr