



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
July 17, 2023
4:00 p.m.

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

Absent: Ramona Hacker

Others Present: Winnie Logan Alissa Orr Samantha Neal
Joyce Winchester Kevin McCurdy Travis Weik

AGENDA

A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the agenda for the July 17, 2023 meeting. Motion carried.

MINUTES

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

A motion was made by Linda Brock and seconded by Adam Warwas for the approval of the corrected minutes of the May 15, 2023 meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: June- Warrants # 129628-129684 were reviewed and signed for approval. Winnie reviewed the monthly financial reports. Winnie reported she received the June settlement and the library has a healthy operating balance. Winnie reviewed the Encumbered Report and reported that 2023 expenditures are currently at 42.1% spent, below the estimated 50%. A motion was made by Adam Warwas 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 we were not approved for the Ebsco solar grant project.

Winnie reported that the Summer Reading program is winding down, with the final program being the first Henry County Author Talk program with Mina Starsiak-Hawk.

Winnie gave the personnel report. Robyn Kundert, Children's Services Assistant has resigned effective July 1. Alissa Orr, Administrative Assistant has resigned effective July 19. Samantha Neal, Administrative Assistant has been hired, effective July 17. Emily Love, Technical Services Supervisor has been hired effective July 24.

Winnie reported that the library received a \$50.00 donation in memory of Susan Rhoades (Gerald & Brianne Haase), a \$100.00 donation in memory of Susan Rhoades (Rhonda Thraikil), and \$7.06 from the black box donations.

Winnie reported that the library issued 152 new cards and 1,256 patrons checked out items during the month of June. The library has also had 688 attendees at the live programs and 1,141 people attended various outreach programs in the community. A motion was made by Adam Warwas and seconded by Linda Shore for the approval of the Director's Report. Motion carried.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friends' President, reported that the Friends have are prepared for the Back to School Festival where every child will receive a free book. The next book sale is scheduled for August 12. Joyce reported that the pulls are up to date and organized and EBay sales are back up and running.

BUILDING RENOVATION PROJECT

Kevin McCurdy presented options for keeping the existing North entrance with updates. The board discussed keeping the new entrance and taking other sections of the project out but ultimately decided to save the new entrance for a future project. The board proposed moving forward with option B with a change in the slide. Kevin will send out an updated email with 3D images by the end of the week.

OLD BUSINESS

Public and Staff Computer Lease:

Winnie requested that the board table the public and staff computer lease until the August board meeting.

Policy Review – Access to Public Records:

Winnie reviewed updates to the Access to Public Records policy. The request for information must be made in writing using the Public Records Request Form. The name and telephone number of the requesting individual must be provided. Fees associated with retrieval, copying, or other methods required to provide original or appropriate facsimiles of public records may be collected. Requests will be directed to staff designated by the library as being responsible for public records release decisions. A motion was made by Nancy Cook and seconded by Linda Brock for approval of the Access to Public Records Policy. Motion Carried.

NEW BUSINESS

Updated Fines and Fees Policy

Winnie presented an updated Fines and Fees Policy due to the lower cost of the new copiers. Black and white copies have changed from \$.20 per page to \$.10 per page. Color has changed from \$.50 per page to \$.25 per page. A motion was made by Linda Shore and seconded by Adam Warsaw for the approval of the updated Fines and Fees Policy. Motion Carried.

2024 Library Budget Overview

Winnie reported that the maximum levy growth quotient (MLGQ) is 4% for 2024. Winnie will bring the updated budget to the August 21 meeting, a Public Hearing will be held on September 18, and adoption of the budget will take place on October 16.

A motion was made by Adam Warsaw and seconded by Linda Shore for adjournment. The regular meeting adjourned at 5:48pm

Respectfully Submitted,
Samantha Neal