



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
August 21, 2023
4:00 p.m.

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

Absent:

Others Present: Winnie Logan Samantha Neal Vaughn Reid
Joyce Winchester Travis Weik Brenda Martinez

AGENDA

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the agenda for the August 21, 2023 meeting. Motion carried.

MINUTES

A motion was made by Nancy Cook and seconded by Adam Warwas for the approval of the minutes of the July 17, 2023 meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: June- Warrants # 129685-129746 were reviewed and signed for approval. Brenda reviewed the monthly financial reports, noting that the library has a healthy operating balance. She reviewed the Encumbered Report and reported that 2023 expenditures are currently at 48.6% spent, below the estimated 58%. A motion was made by Ramona Hacker and seconded by Linda Brock for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan reviewed her monthly report. Winnie reported that Work One contacted and asked to cancel their lease at the end of August. They have moved out of the library until the renovation is completed.

Winnie reported that the library staff has been attending more in person conferences. She reported that this is not only good for staff to stay current in general, but also fulfills staff certification requirements by the state.

Winnie reported that the library received a \$40.00 donation for the Indiana Room, a \$20.00 donation for Seed Library, and \$5.58 from the black box donations.

Winnie reported that the library issued 116 new cards and 1,256 patrons checked out items during the month of July . 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 Linda Shore and seconded by Ramona Hacker for the approval of the Director's Report. Motion carried.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friends' President, reported that the Friends had attended the back to school fair where they gave away 261 free books.

The August Friends' book sale brought in \$592.67. The next sale is set for October 14.

BUILDING RENOVATION PROJECT

Winnie Logan reported that there will be a pre-bid walkthrough August 22 at 3pm. Bids are due September 12 at 3pm.

Winnie asked Board members to review the gift policy in preparation for a discussion next month on named spaces and opportunities for additional gifts for the renovation.

OLD BUSINESS

Public and Staff Computer Lease:

Winnie reported that the current computer lease expires at the end of August. She recommends purchasing new computers for the staff, which includes 16 laptops, 56 monitors, and 24 desktops. This purchase can be paid outright, or leased over 3 years.

A motion was made by Nancy Cook and Seconded by Linda Brock for the approval of Staff Computer Lease. Motion carried.

Winnie recommends that we buy out computers from the current lease to be used as Public computers. A motion was made by David Gratner and seconded by Linda Shore for the approval of the Public Staff Computer Lease buyout. Motion carried.

NEW BUSINESS

2024 Budget Presentation, Schedule Public Hearing & Adoption

Winnie presented the proposed 2024 budget with amounts as follows:

\$200,000 Rainy Day Fund

\$2,637,920 General Operating

\$41,500 LIRF

\$862,000 BIRF

For a total of \$3,741,420

The public hearing will be at the September 18 Board Meeting, followed by the Adoption at the October 16 Board Meeting.

Motion made by Nancy Cook and seconded by Ramona Hacker for approval of 2024 Budget Presentation, schedule public hearing & adoption. Motion carried.

Respectfully Submitted,
Samantha Neal