



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
December 11, 2023
4:00 p.m.

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

Absent: Ramona Hacker Adam Warwas

Others Present: Winnie Logan Brenda Martinez Joyce Winchester

Noting that a quorum was present, Library Board President, Terry Matney called the meeting to order at 4:00 p.m.

AGENDA

A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the agenda for the December 11, 2023 meeting. Motion carried.

MINUTES – Executive Session

A motion was made by Linda Shore and seconded by David Gratner for the approval of the minutes of the November 15, 2023 meeting. Motion carried.

MINUTES – Regular Board Meeting

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

FINANCIAL REPORT – Monthly reports

Register of Claims: October Warrants #129918-129975 were reviewed and signed for approval. Brenda reviewed the monthly financial reports. Brenda reported that the 2022 encumbrances in the amount of \$3,945.01 brought forward into 2023 are now closed. Any funds not expensed will be available to be reappropriated. Brenda reviewed the 2023 expenditures which show a 78.45% spent for the month of November with \$19,683.69 outstanding in purchase orders; spending measures are within budgeted limits. The revenue report was presented and Brenda stated that the December settlement had been received. A motion was made by Linda Shore and seconded by Linda Brock for the approval of the financial reports. Motion carried.

FINANCIAL REPORT – Operating Account Transfers

Brenda handed out copies of the transfer list for 12/31/2023 and explained the transfers made within and outside of the expenditure classifications. A motion was made by David Gratner and seconded by Nancy Cook for the approval of the 12/31/2023 transfer list as presented. Motion carried.

DIRECTOR'S REPORT

Director Winnie Logan reviewed her monthly report.

Winnie announced that due to liability concerns, the decision was made to no longer offer notary services to library patrons. Brenda Martinez is currently the only notary on staff, and she will continue to provide notary for the library business needs.

Winnie stated that the library has contracted with Stacey Guffey's security company, Defense Grid. The new company began providing services for the library on November 30.

Winnie shared news that the Carthage Public Library came to visit to learn about our Seed Library. Another library in-service event for Tri teachers focused on our digital resources was provided by Mary Hammons and Krystal Stanich.

Winnie reported donations from Friends of the Library, desk collections and black box donations from patrons.

Winnie reported on staff changes since the last board meeting.

Winnie reviewed the monthly patron and event statistics reports for the month of November.

A motion was made by Nancy Cook 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 \$366.88 at the December 9th Book Sale. Joyce also reported that cookies and cider were given out at the Christmas Open House.

OLD BUSINESS

No Old Business

Building Project Updates

Winnie reported that she was notified on December 4 that Carroll Electric, Inc. d/b/a Thor Construction Company had filed a complaint against the library in Henry Circuit Court 1. Due to a conflict of interest with Defur Voran, the library has been referred to another legal firm, Easter and Cavosie for assistance with this matter. The board requested that Winnie contact the library's insurance company about coverage through the Directors and Officers insurance policy.

The library will accept bids for moving and storage sometime in January. We will be looking into using on-site pod storage for any additional storage needs.

NEW BUSINESS

The list of Board Meeting dates for 2024 was presented for Board approval. A motion was made by Linda Shore and seconded by David Gratner to approve the 2024 Board Meeting dates. Motion carried.

The 2024 holiday closing schedule was presented for Board approval. A motion was made by Linda Shore and seconded by Linda Brock to approve the 2024 Library Holiday Closing schedule as presented. Motion carried.

A resolution to reduce the Rainy Day Fund budget was presented. At this time, none of the appropriations from the Rainy Day Fund have been expended and we are not expecting to use any of the funds through the end of the year. By reducing the Rainy Day Fund budget, the DLGF will be able to approve the 2024 Rainy Day Fund budget for the higher, advertised amount. A motion was made by Linda Shore and seconded by David Gratner to approve the reduction of the Rainy Day fund for 2023 by \$60,900. Motion carried.

A motion was made by Nancy Cook and seconded by Linda Shore for adjournment. The meeting was adjourned at 5:05 PM.

Respectfully Submitted,
Brenda Martinez