



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

**MINUTES**  
**Auditorium**  
**November 15, 2023**  
**4:00 p.m.**

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

**Absent:** Linda Shore

**Others Present:** Winnie Logan Brenda Martinez Joyce Winchester  
Kevin McCurdy Steve Murphy

### **AGENDA**

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

### **MINUTES**

A motion was made by Linda Brock and seconded by David Gratner for the approval of the minutes of the October 2, 2023 and October 16 meeting. Motion carried.

### **FINANCIAL REPORT**

Register of Claims: Warrants #129866 - 129917 were reviewed and signed for approval. Brenda reviewed the monthly financial reports and Encumbered Report. Brenda stated she would make the semi-annual lease/bond payments before the end of December 2023. A motion was made by Adam Warwas and seconded by Ramona Hacker for the approval of the financial reports. Motion carried.

### **DIRECTOR'S REPORT**

Director Winnie Logan gave the highlights of her monthly report. She reported that the library continues to experience issues with the State's courier service, Info Express. On the other hand, the issue with Xerox has been resolved and all copiers have been returned. The public computer equipment has been upgraded and reinstalled for public use; Vital Computing is now preparing to deploy staff computers. Winnie reported a total of \$26.80 in donations received by the library over the last month.

She also gave a personnel update including two staff members leaving employment. She stated there will be a newly established position of Marketing & Communications Coordinator which will replace the Administrative Coordinator position.

Winnie reported that the library issued 178 new cards and 1,319 patrons checked out items during the month of October. The library also had 343 attendees at the live programs and 19 people attended various outreach programs in the community. She also reported on other October circulation and data statistics.

The Director stated that the Library will close at 4:00 p.m. on December 1<sup>st</sup> because Duke Energy will be replacing a transformer that will cause the library to be without electricity. The work is expected to be completed in 2-4 hours and should not impact business hours the following day.

A motion was made by Adam Warwas and seconded by Linda Brock to approve the Director's report. Motion carried.

### **FRIENDS OF THE LIBRARY REPORT**

Joyce Winchester, Friends' President, reported that the Friends served cookies at the Heroes Tree Veteran's Day program at the Smith Auditorium. There was a donation of over 200 romance novels given to Friends. Friends will be at the Christmas Open House on December 1<sup>st</sup> from 10:00 a.m. – 2:00 p.m. to hand out cookies. The next Friends book sale is December 9<sup>th</sup> from 12:00 p.m to 4:00 p.m.

### **OLD BUSINESS**

There was no old business.

### **BUILDING PROJECT UPDATES**

Library attorney Steve Murphy reported on recent correspondence with an attorney representing Thor Construction. The Library Board received a Bid Protest dated October 27, 2023 from BBFCS Attorneys on behalf of Thor Construction. Mr. Murphy recapped the process that the Library Board went through at the October meeting to determine that Thor's bid was not responsible and as such the contract was awarded to the next lowest, responsible bidder. Mr. Murphy also addressed the claim in the Bid Protest that the Library Board held an executive session in violation of the Open Door Law. The October 2, 2023 board meeting was not held as an executive session, but was an open meeting as required.

The Board along with architect Kevin McCurdy and Mr. Murphy discussed the impact that potential litigation may have on proceeding with construction as originally determined at the October 16th meeting. Mr. Murphy stated that the Library Board could go forward with the project as approved at the last meeting. The Board agreed by consensus to direct Mr. McCurdy to issue the Notice to Proceed to Mattcon General Contractors.

Mr. Murphy informed the Board that if litigation does proceed, Defur Voran would be unable to represent the library due to a conflict of interest. If this occurs, the library will be referred to another law firm that is ready and available to represent the library.

## **NEW BUSINESS**

### **GIFT FUND REQUEST**

Winnie asked the board to consider using library unrestricted gift funds to help fund the cost of the 2024 Henry County Author Talk program. The next Author Talk will be held on January 24 with New York Times Bestselling author Brad Taylor. The Friends of the Library have donated half of the cost for the January program. After discussion, a motion was made by David Gratner and seconded by Linda Brock to transfer \$5,000 to the Henry County Author's Program from the Gift-Unrestricted funds. Motion carried.

### **LIBRARY SECURITY**

Winnie reported on a recent incident in which the New Castle Police Department refused to assist the library security officer when he called for back-up. The Henry County Sheriff's Department responded and assisted in resolving the situation. Unfortunately, due to the situation between the library security contractor, Off Duty Cops and the HC Sheriff's Department and the New Castle Police Department, Winnie recommended that it is time to look for another security solution. Winnie recommended Stacey Guffey as an alternative. She will follow up with Officer Guffey to determine if he can provide security services for the library. No formal action was needed.

### **CAPITAL ASSETS POLICY**

The revised Capital Assets Policy was presented for the Board's consideration. The updated policy would change the capitalized asset threshold amount to \$5,000 from the previous \$500 threshold. A motion was made by Nancy Cook and seconded by Linda Brock to approve the updated policy. Motion carried.

### **2024 EMPLOYEE SALARY RESOLUTION**

Winnie presented her recommendation for the 2024 salary structure. The board and the director discussed the progress made toward increasing salaries to be in line with the pay study that was completed in 2023. There were four employees who were below the minimum salary in 2023 and the 2024 salary structure would bring those employees up to at least the minimum. Adjustments for longevity were also made for six employees for 2024. A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the 2024 salary resolution as presented. Motion carried.

A motion was made by Linda Brock and seconded by Adam Warwas for adjournment. The meeting was adjourned at 5:30 PM.

Respectfully Submitted,  
Brenda Martinez