



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
January 22, 2024
4:00 p.m.

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

Absent: Linda Brock

Others Present: Winnie Logan Brenda Martinez Joyce Winchester
Caitlin Fedor Travis Weik

Winnie Logan, Director, opened the meeting at 4:00 p.m. A motion was made by Adam Warwas and seconded by Nancy Cook to reappoint Terry Matney as President. Motion carried.

A motion was made by Adam Warwas and seconded by Ramona Hacker to reappoint Linda Shore as Vice President. Motion carried.

A motion was made by Nancy Cook and seconded by Linda Shore to appoint Adam Warwas as Treasurer. Motion carried.

A motion was made by David Gratner and seconded by Linda Shore to reappoint Nancy Cook as Secretary. Motion carried.

AGENDA

A motion was made by Linda Shore and seconded by David Gratner for the approval of the agenda for the January 22, 2024, meeting. Motion carried.

MINUTES

A motion was made by Nancy Cook and seconded by Adam Warwas for the approval of the minutes of the December 11, 2023, meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: Warrants #129976-130056 were reviewed and signed for approval. Brenda reviewed the month and year end financial reports and gave a breakdown of the encumbered report for 2023.

Brenda reported that the library spent 87.9% of the 2023 budget. A motion was made by Linda Shore and seconded by David Gratner for the approval of the financial reports. Motion carried.

Brenda reviewed the Cancellation of Outstanding Warrants and asked for approval to cancel two damage deposits from 2023 for a total of \$50. A motion was made by Linda Shore and seconded by Adam Warwas for the approval of the Cancellation of warrants #128449 and #128422. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the Winter Reading program has 151 participants and 46 readers have already completed it. The goal is to have a 50% completion rate. Winnie reviewed the library usage statistics for 2023 noting that there was a significant increase in electronic materials circulation and as a total, there was more circulation in 2023 than 2022. Winnie noted that total visits likely went down due to meeting rooms closing and hosting programs outside of the building.

Winnie reported that the library plans to have a Solar Eclipse watch party on April 8, 2024. The library received a grant of 2,000 solar eclipse glasses. Leading up to the eclipse, an inflatable planetarium that was purchased for the library by the Friends of the Library will be used for programming.

Winnie reported that the library hosts Henry County Reads every other year, which means this year the program will take place in October. Fundraising and grant writing are underway to assist with the financial needs to support this program.

Winnie reported that Caitlin Fedor was hired as the Marketing and Communications Coordinator effective January 8, 2024. A motion was made by Adam Warwas and seconded by David Gratner for the approval of the director's report.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friend's President, reported that the Friends have removed donation boxes as of January 22, 2024. The Upper-Level Book Store will remain open during phase 1 of construction and the Lower-Level Book Room will be open until February 4, 2024. Donations have halted until after construction is complete. The Friend's will be working on coming up with new ways to bring in money.

OLD BUSINESS

No Old Business

Building Project Updates

Winnie updated the Board with how the construction will be taking place. Phase 1 will primarily encompass the renovation of the lower level of the library. Phase 2 will be renovation on the upper level. Each phase is estimated to take 9 months to complete for a total of 18 months of construction.

The library received 3 bids for moving and storage. It was recommended by LWC that the Board accept the lowest bid from Officeworks. A motion was made by Linda Shore and seconded by Nancy Cook for the approval of the moving bid acceptance. Motion carried.

NEW BUSINESS

Winnie presented the new strategic plan for 2024-2026. The strategic plan includes improving accessibility, replacing aging technology, providing a diverse collection of materials to the community, and raising public awareness. To enhance the library's growth, a rebranding campaign will be worked on as we get nearer to completion of the renovation. A motion was made by Nancy Cook and seconded by Adam Warwas to approve the strategic plan for 2024-2026. Motion carried.

The Library Board of Trustees' Bylaws were reviewed with no recommendation for changes.

The Internet Safety and Computer Use policy was reviewed with no recommendation for changes.

A motion was made by Adam Warwas and seconded by Linda Shore for adjournment. The regular meeting adjourned at 5:25 p.m. The Board of Finance meeting was opened immediately.

BOARD OF FINANCE

A motion was made by Adam Warwas and seconded by Linda Shore nominating Terry Matney as President of the Board of Finance meeting. Motion carried.

A motion was made by Adam Warwas and seconded by Linda Shore nominating Nancy Cook as Secretary of the Board of Finance meeting. Motion carried.

Brenda handed out copies of the Annual Investment Report for the year ending 2023. Brenda stated that the library funds are FDIC and PDIC insured. Brenda reviewed the current bank balances and where the funds are kept for the library. Interest earned for 2023 was \$370,435.66 for all funds. A motion was made by Adam Warwas and seconded by Linda Shore to approve the Investment Report as presented. Motion carried.

A motion was made by Linda Shore and seconded by Nancy Cook designating Middletown News and The Courier Times as the newspapers for advertising notices. Motion carried.

A motion was made by Nancy Cook and seconded by Adam Warwas for adjournment. The meeting adjourned at 5:44 p.m.

Respectfully Submitted,
Caitlin Fedor