



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
February 19, 2024
4:01 p.m.

Present:	David Gratner Adam Warwas	Terry Matney	Linda Shore
Absent:	Linda Brock	Nancy Cook	Ramona Hacker
Others Present:	Winnie Logan Caitlin Fedor	Joyce Winchester	Kevin McCurdy

Terry Matney, Board President, opened the meeting at 4:01 p.m.

PUBLIC COMMENTS

There were no public comments.

AGENDA

A motion was made by Linda Shore and seconded by David Gratner for the approval of the agenda for the February 19, 2024, meeting. Motion carried.

MINUTES

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

FINANCIAL REPORT

Register of Claims: Warrants #130057-130105 we reviewed and signed for approval. Winnie reviewed the month end financial reports and gave an overview of the encumbered report for January. The library has spent 5.5% of the budget for the year in January. A motion was made by Linda Shore and seconded by Adam Warwas for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. The Winter Reading program ended January 29th with a total of 184 participants. Exactly 50% of readers completed the program by reading at least 400 minutes over 4 weeks. On January 29, a pre-construction meeting was held with representatives from Mattcon, OfficeWorks, LWC, and the library. During this meeting, it was determined that it would be beneficial to close the library from February 5-9, to allow for moving and putting up temporary walls. The library welcomed patrons back into the library on February 10. The library closed temporarily on Wednesday, February 14, due to water being shut off.

Winnie reported that Ricky Thompson, Public Services Associate, ended his employment effective January 16, 2024. Kara Hill was hired as a Public Services Associate effective February 12, 2024. 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, Friend's President, reported that the Friends have moved as much as possible to the upper-level bookstore. Joyce mentioned that Friends has brought in a little over \$250 for the start of the year, which is more than expected.

OLD BUSINESS

Winnie reported that Linda Brock has resigned from sitting on the Board.

BUILDING PROJECT UPDATES

Kevin McCurdy presented a project schedule that shows the progress of construction. The schedule will also help measure what the contractor is doing. Kevin mentioned that this schedule will be critically viewed every 2 weeks. A document detail sheet that shows the cost of items broken down was presented. Both documents together show if construction is on schedule and on budget. Kevin presented a Project Change Order Log which shows the estimates on what extra expenses will be needed for the project. There is a \$431,004.30 contingency allowance for unforeseen circumstances. According to the Public Purchasing Policy, the library director has authority to make purchase decisions in the amount of \$25,000 or lower without board approval. A motion was made by Adam Warwas and seconded by David Gratner to stay consistent with the policy and Winnie will be able to make decisions with items that cost \$25,000 and lower. If an item costs greater than \$25,000, Winnie must present the order to the Board. All items in total are to not exceed \$431,000. Motion carried.

Kevin mentioned that there will be a summary of project status every month. The Board decided not to have an owner's representative for now, but there could be a possibility for one in the later stages of construction.

NEW BUSINESS

Winnie informed the Board of the need to increase the non-resident card fees due to increased per-capita expenditures. A motion was made by David Gratner and seconded by Linda Shore to increase the non-resident card fees from \$50 to \$55. Motion carried.

Winnie presented information from the Henry County Community Foundation regarding the yearly distribution of endowment funds to the library totaling \$12,923.34. Winnie requested the Board to earmark these funds to be used for programming for the year along with Friends of the Library providing \$7,500. A motion was made by Adam Warwas and seconded by David Gratner to approve the grants to fund programming for the year. Motion carried.

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

Respectfully submitted,
Caitlin Fedor