



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
TeenScape Room
September 16, 2024
4:00 p.m.

Present: Nancy Cook David Gratner Ramona Hacker
Christy Ragle Linda Shore Adam Warwas

Absent: Terry Matney

Others Present: Winnie Logan Brenda Martinez Kevin McCurdy
Caitlin Fedor Joyce Winchester

Linda Shore, Vice President, opened the meeting at 4:00 p.m.

PUBLIC COMMENTS

There were no public comments.

AGENDA

A motion was made by Adam Warwas and seconded by Christy Ragle for the approval of the agenda for the September 16, 2024, meeting. Motion carried.

MINUTES

A motion was made by Christy Ragle and seconded by David Gratner for the approval of the minutes of the August 19, 2024, meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: Warrants #130441-130485 were reviewed and signed for approval. Check #130447 & #130486 were voided. Brenda reviewed the month-end financial reports and gave an overview of the encumbered report for September. The library has spent 57.8% of the budget for the year. 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, reviewed her monthly report. Staff Training Day will be on Friday, September 27 at the Fellowship Hall of the First United Methodist Church. Six staff members will be recognized for their years of service during the lunch. The Friends of the Library have provided funding for the food for the day.

The biennial Henry County Reads program begins October 1. 500 copies of Rebecca by Daphne du Maurier will be distributed, and several Rebecca-themed events will be held throughout October. This year's program is made possible by a grant from Indiana Humanities and the National Endowment for the Humanities. Friends of the Library, Henry Community Health, Eastern Indiana Federal Credit Union, and Jack's Donuts also provided the program with generous donations.

Donations for the month include \$125 from the Red-Tail Land Conservancy for the Raptors Program.

Winnie reported that Misty Rogers was hired effective September 9 as a new circulation associate. A motion was made by Ramona Hacker and seconded by Adam Warwas for the approval of the director's report. Motion carried.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friends President, reported that they brought in \$240 for August. Friends will be funding lunch for Staff Training Day. Library staff helped clean out the lower book room for the start of carpet removal.

OLD BUSINESS

There was no old business.

BUILDING PROJECT UPDATES

Kevin McCurdy updated the board on construction progress. Progress includes interior finishes and casework installation.

NEW BUSINESS

Resolution Authorizing Advance Payment Purchase Orders

A motion was made by Nancy Cook and seconded by Ramona Hacker for the approval and adoption of the Resolution Authorizing Advance Payment Purchase Orders.

Surplus Furniture and Equipment

Winnie presented the board with options for disposing of surplus furniture that is being replaced with new furniture during the renovation project. Options include hiring an auctioneer, selling it ourselves using GovDeals.com or transferring it to another unit of local government (other library, towns, fire departments, etc.) The Board decided by consensus to first offer the surplus furniture to other libraries

and units of local government. Winnie will reach out to these organizations to see if there is any interest and will report back to the board at the October meeting.

Internal Controls Policy Update

The current Internal Controls Policy states that deposits are to be made daily by the library. The recommended policy change would be to make deposits at least once a week or as soon as the total is \$500 or more. This helps limit the number of trips to the bank every week for quantities that could be less than \$1. A motion was made by Adam Warwas and seconded by Ramona Hacker for the approval of the Internal Controls Policy Update.

A motion was made by Nancy Cook and seconded by Christy Ragle for adjournment. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Caitlin Fedor