



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

**MINUTES**  
**TeenScape**  
**October 21, 2024**  
**4:00 p.m.**

**Present:** Nancy Cook                      David Gratner                      Terry Matney  
Christy Ragle                      Adam Warwas

**Absent:** Ramona Hacker                      Linda Shore

**Others Present:** Winnie Logan                      Brenda Martinez                      Greg Drennen  
Caitlin Fedor

Terry Matney, Board President, opened the meeting at 4:00 p.m.

### **PUBLIC COMMENTS**

There were no public comments.

### **AGENDA**

A motion was made by Nancy Cook and seconded by Christy Ragle for the approval of the agenda for the October 21, 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 September 16, 2024, meeting. Motion carried.

### **FINANCIAL REPORT**

Register of Claims: Warrants #130487-130542 were reviewed and signed for approval. Check #130486 was voided. Brenda reviewed the month-end financial reports and gave an overview of the encumbered report for October. The library has spent 63.3% of the budget for the year. A motion was made by Adam Warwas and seconded by Nancy Cook for the approval of the financial reports. Motion carried.

## **DIRECTOR'S REPORT**

Director, Winnie Logan, reviewed her monthly report. Adam Warwas' term expires at the end of 2024 and his seat is appointed by the Henry County Council. The library just recently added a new database, Creativebug, to its collection of digital resources. Creativebug offers thousands of arts and crafts tutorials taught by experts. Staff will also benefit from this resource for programming as craft programs typically have high attendance. Statistics for Creativebug will be reported starting next month.

Donations for the month include \$5 from Desk Collections and \$700 from Friends of the Library for Staff Training Day.

The library issued 73 new cards, and 1,211 patrons checked out items during the month of September.

## **FRIENDS OF THE LIBRARY REPORT**

Winnie reported on the Friends' behalf that they are doing well and brought in around \$200 for September.

## **OLD BUSINESS**

### **Adopt 2025 Budget**

The 2025 budget grand total is \$3,871,589 for 2025. A breakdown of the budget consists of \$108,016 in the Rainy-Day fund, \$2,743,435 in the General Expenses fund, \$969,638 in the Debt Service fund, and \$50,500 in the Library Improvement Reserve fund. The board proposed to adopt the 2025 budget as presented. A motion was made by Adam Warwas and seconded by David Gratner to adopt the 2025 budget. Motion carried.

## **BUILDING PROJECT UPDATES**

Greg Drennen updated the board with construction progress since the last board meeting. The milling and resurfacing of the North parking lot will not be getting redone. A few change orders were issued since last month including chair rails, Children's area casework, steel support, etc. Electrical work, interior finishings, and ceiling installations continue. Construction progress has slowed down but is still on track per the original Phase 1 schedule. There will need to be a meeting with the movers before Phase 2, so the second move goes smoother than the previous move.

## **NEW BUSINESS**

### **Employee Years of Service Bonus**

Winnie proposed that the board adjust the Wage and Salary schedule reflecting longevity pay for employees reaching specific years of service to be paid from the Library Unrestricted Gift Funds. A need for change was recognized as cash would be more beneficial to employees. The library would cover the taxes, so employees will get their full amount of compensation. A motion was made by David Gratner and seconded by Nancy Cook for the adoption of the 2024 Longevity Pay Schedule. Motion carried.

## **Surplus Furniture and Equipment**

Winnie contacted surrounding libraries to see if they were interested in surplus furniture. Middletown Library may be interested. The Town of Shirley Fire Department is interested in 7 chairs, 1 desk, and 3 office chairs. A motion was made by Christy Ragle and seconded by Nancy Cook to approve the resolution to transfer items of furniture to other entities.

Board members received an update regarding the status of construction related litigation. No action is needed at this time.

A motion was made by Christy Ragle and seconded by Nancy Cook for adjournment. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,  
Caitlin Fedor