



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
HC REMC Board Room
February 24, 2025
4:00 p.m.

Present:	Nancy Cook Adam Warwas	Terry Matney	Linda Shore
Absent:	David Gratner	Ramona Hacker	Christy Ragle
Others Present:	Winnie Logan Joyce Winchester	Brenda Martinez Caitlin Fedor	Greg Drennen

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

AGENDA

A motion was made by Nancy Cook and seconded by Adam Warwas for the approval of the agenda for the February 24, 2025, meeting. Motion carried.

PUBLIC COMMENTS

There were no public comments.

MINUTES

A motion was made by Nancy Cook and seconded by Linda Shore for the approval of the minutes of the January 27, 2024, meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: Warrants #130671-130747 were reviewed and signed for approval. Brenda reviewed the month end financial reports and gave an overview of the encumbered report for January. Brenda reported that the library has spent 7.7% of the budget so far. 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. Winnie reported that library staff have been preparing for the switchover from phase 1 renovation to phase 2. Library administration was able to move back into their new offices. The children's department closed on February 10th, and staff have worked hard to move their books and offices to be ready to open on March 3rd. The library continues to prepare to be closed starting February 24, with plans to reopen the lower level to the public on March 3rd.

Winnie has been working to complete her annual report for the State Library, which is due March 1. Brenda is also busy completing her annual financial report to the State Board of Accounts, which is also due March 1.

Winnie reported that the children's librarian has mentioned that story times at McDonald's have been very successful, with nearly 40 people in attendance. Story times at McDonald's may become a regular program even after reopening the children's department.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friends President, reported that the Friends brought in about \$200 in January. Everything has been moved out of the upper-level Book Shop and placed into the lower-level Book Room. By March 3, they hope to have a variety of items available to patrons. Winnie was also able to provide a bookcase that they were able to fill with movies. The Friends are planning their annual meeting by mail and plan to have everything mailed out by March 28. Friends are lending drop boxes to the library during phase 2.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Non-Resident Card Fee

The Non-Resident card fee is based on the per capita operating expenditure of the previous year. With the current per capita expenditure being \$55.04, a motion was made by Adam Warwas and seconded by Linda Shore to raise the Non-Resident card fee from \$55 to \$60. Motion carried.

Transfer Unencumbered 2024 Operating Funds to Rainy Day Fund

Linda Shore made a motion, seconded by Nancy Cook, to transfer \$50,000 from the Operating fund to the Rainy Day fund. This transfer is permitted by the State Board of Accounts, which allows for up to 10 percent of the library's unused and unencumbered total annual budget to be transferred to the Rainy Day fund at any time during the fiscal year. Motion carried.

BUILDING PROJECT UPDATES

Greg Drennen updated the board with construction progress since the last board meeting. There continues to be 3 proposed change orders from Mattcon. PCO #17 – Electrical changes and casework changes for \$38,969.57, PCO #18- Children's ceiling tile had an incorrect edge and is nonreturnable to the manufacturer, and PCO #19- proposed cost for replacement of faulty hydronic piping valves serving new chillers and new DOAS unit for \$9,710.67.

A potential change in cost includes replacing the exterior electronic message board. There are three proposals from Margison Graphics, as they are the Watchfire representatives for this area. Sign size and prices are as follows: a 10mm sign is \$19,649.90, an 8mm is \$21,560.05, and a 6mm is \$23,739.30. The library board is interested in the idea of purchasing a new sign but would like to get more information about Watchfire and what they offer, such as cloud-based versions, impacts on utility bills, and warranties.

A second potential change in costs would be for new wall shelving in the children's department. The perimeter shelving in the children's area was intended to be reused and modified from the shelving on the upper level. Modifications seem to be more difficult than anticipated, but also, the height of the existing shelving at 90" is less than ideal. The alternative proposal is to replace the 90" shelving with 84" shelving. There is no exact pricing thus far; however, it is likely to be in the \$25 to \$30k range. The board approved getting more information on pricing for the shelving.

Progress since the last board meeting includes completed carpeting at the lower level, administration office furniture installed, finishes in the auditorium done except for stage flooring, and temporary shelving installation started. Payment application 12 was reviewed and approved for \$626,930.76 for 8% of the overall project.

A motion was made by Linda Shore and seconded by Nancy Cook for adjournment. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Caitlin Fedor