



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
TeenScape
January 27, 2025
4:00 p.m.

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

Absent: Terry Matney

Others Present: Winnie Logan Brenda Martinez Greg Drennen
 Joyce Winchester Caitlin Fedor

Winnie Logan, Director, opened the meeting at 4:02 p.m.

A motion was made by Adam Warwas and seconded by Christy Ragle to reappoint Terry Matney as President. Motion carried.

A motion was made by David Gratner and seconded by Christy Ragle to reappoint Linda Shore as Vice President. Motion carried.

A motion was made by Christy Ragle and seconded by David Gratner to reappoint Adam Warwas as Treasurer. Motion carried.

A motion was made by Ramona Hacker and seconded by Adam Warwas to reappoint Nancy Cook as Secretary. Motion carried.

AGENDA

A motion was made by Ramona Hacker and seconded by Nancy Cook for the approval of the agenda for the January 27, 2025, meeting. Motion carried.

PUBLIC COMMENTS

There were no public comments.

MINUTES

A motion was made by Adam Warwas and seconded by Christy Ragle for the approval of the minutes of the December 9, 2024, meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: Warrants #130639-130713 between December 10, 2024, through January 27, 2025, were reviewed and signed for approval. Brenda reviewed the month and year-end financial reports and gave an overview of the encumbered report for December. Brenda reported that the library spent 84.1% of the budget for 2024. A motion was made by David Gratner and seconded by Adam Warwas for the approval of the financial reports and the cancellation of outstanding warrants. Motion carried.

DIRECTOR'S REPORT

Director, Winnie Logan, reviewed her monthly report. Winnie reported that the library's annual Winter Reading program is over halfway finished. 152 participants have logged 53,619 minutes of reading so far. 64 readers have completed the program as of January 21 for a completion rate of 42%. The library's goal is to have a 50% completion rate for reading programs. Winter Reading will end on January 31. The library had a weather-related change in hours on January 6th. The library opened at 10 a.m. and closed at 5 p.m. due to snowy conditions.

Winnie reviewed the library usage statistics for 2024 noting that the total number of visits from 2023 to 2024 decreased. This is largely due to construction and the 15th Street entrance being the only available access to the library.

Winnie reported that Kayla Jackson was hired as a Public Service Associate effective December 9, 2024. A motion was made by Christy Ragle and seconded by David Gratner for the approval of the director's report.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friends President, reported that the Friends brought in over \$330 in December. The Book Room has new carpet and the bookshelves have been arranged. They are getting books cleaned and figuring out where they will be going.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Resolution to Transfer Funds within the Operating Fund

A motion was made by Ramona Hacker and seconded by Adam Warwas for the transfer of funds within the Operating Fund.

Review Bylaws

The Board reviewed the Board of Trustees Bylaws. No changes were necessary.

Review Internet Safety and Computer Use Policy

The Board reviewed the Internet Safety and Computer Use Policy. No changes were necessary.

BUILDING PROJECT UPDATES

Greg Drennen updated the board with construction progress since the last board meeting. Changes since the last board meeting include 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.

Progress since the last board meeting includes ceiling panel installation at the lower level, finishes in the auditorium, and floor coring for the new main floor electrical. There is a possible coordination meeting the week of January 27th to discuss plans moving forward for Phase 2 with OfficeWorks, Mattcon, and library staff. Phase 2 transition is expected to occur mid-February.

A motion was made by Adam Warwas and seconded by Christy Ragle approving the closure dates, February 17 through February 24, knowing that the dates are subject to change. Motion carried.

A motion was made by Linda Shore and Christy Ragle for adjournment. The regular meeting adjourned at 5:02 p.m. and the annual Board of Finance meeting was opened immediately.

BOARD OF FINANCE

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

A motion was made by Adam Warwas and seconded by David Gratner 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 2024. Library funds continue to be FDIC and PDIC insured. Brenda reviewed the current bank balances and where the funds are kept for the library. Interest earned for 2024 was \$332,167.57 for all funds. It was clarified that the interest earned goes back into the fund which it was invested from and gets appropriated. A motion was made by Adam Warwas and seconded by Ramona Hacker to approve the Investment Report as presented. Motion carried.

The Library’s Investment Policy was reviewed. No changes were necessary. A motion was made by Adam Warwas and seconded by Christy Ragle for the approval of the Investment Policy as presented. Motion carried.

A motion was made by Adam Warwas and seconded by Ramona Hacker designating the Courier Times and Middletown News as the newspapers for advertising notices. Motion carried.

A motion was made by Linda Shore and seconded by David Gratner for adjournment. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,
Caitlin Fedor