



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Indiana Room
May 19, 2025
4:00 p.m.

Present: David Gratner Terry Matney Christy Ragle
Linda Shore Adam Warwas

Absent: Nancy Cook Ramona Hacker

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

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

AGENDA

A motion was made by Linda Shore and seconded by Adam Warwas for the approval of the agenda for the May 19, 2025, meeting. Motion carried.

PUBLIC COMMENTS

There were no public comments.

MINUTES

A motion was made by Linda Shore and seconded by David Gratner for the approval of the minutes of the April 21, 2025, meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: Warrants #130837-130876 were reviewed and signed for approval. Brenda reviewed the month-end financial reports and gave an overview of the encumbered report for April. Brenda reported that the library has spent 25% of the budget so far. The Gift Fund and Construction Fund were reviewed. A motion was made by Christy Ragle and seconded by David Gratner for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Winnie reviewed her director's report for April. She reported that the committee planning the Grand Reopening has confirmed a special concert with Kevin Stonerock to be held on August 28, and then a visit from the Newport Aquarium penguins in October. Plans are still being worked out for a possible Author Talk in September or November. These programs will be funded using the HCCF library endowment fund.

Donations for the month included \$55 from Lloyd Smith to the unrestricted gift fund and \$169.99 from Friends of the Library for Memorial Day candy.

The library issued 69 new cards, 1,147 patrons checked out items, and there were 326 people at live programs and 326 people at various outreach programs. After looking at April 2025 circulation, it was mentioned that most, if not all, libraries of similar size to NCHCPL have a reduction in print materials, and electronic usage is rising.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friends President, reported that they had brought in \$132 for the first 16 days of April. The bookroom shelves are fully stocked, with graphic novels proving especially popular. Children's books continue to disappear quickly from the free cart, while young adult titles have seen slower movement. The Friends are steadily making progress on preparations for the upcoming book shop and are also getting ready for the Back-to-School event.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Meeting Room Policy Update

The revised Meeting Room Policy was presented for the Board's approval. The revised policy would make meeting room usage free of charge for all groups with the stipulation that for-profit organizations may use rooms for internal organizational events, not for direct sales, marketing, or services being provided. A motion was made by Adam Warwas and seconded by Linda Shore to approve the updated meeting room policy to include an additional statement that, at the director's discretion, any group or individual can be denied for any reason. Motion carried.

BUILDING PROJECT UPDATES

Kevin McCurdy provided an update on construction progress since the last board meeting. The construction schedule is currently being revised to reflect an earlier completion date than originally projected. In response, furniture installation is being coordinated to align with the updated timeline. The interior signage package has been sent to four signage vendors, with proposals due by June 6.

Potential cost adjustments under review include the addition of an electronic message board, wall shelving, toppers, and end panels for the children's area, as well as a proposal from Mattcon to replace the entrance door hardware due to its deteriorated condition.

Significant progress has been made since the last board meeting. Concrete ramps and walkways have been poured, and brickwork at the main entrance is set to begin. The Carnegie Room has received fresh paint, new interior doors, and updated trim. On the upper level, drywall installation is ongoing alongside painting and new ceiling work. Ceramic tile has been installed, and the restroom drywall is nearly complete.

The project team is currently addressing a few key challenges: expediting the delivery and installation of furniture to July instead of August, coordinating site landscaping and lighting to follow the completion of the ramps and walks, and Mattcon aims to wrap up construction by July 1.

Payment Application 15 was reviewed and approved for \$660,744.11 for 8.2% of the overall project. Total completed and billed to date is at 84% complete.

A motion was made by David Gratner and seconded by Linda Shore for adjournment. The meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Caitlin Fedor