



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Indiana Room
June 16, 2025
4:00 p.m.

Present: Nancy Cook Terry Matney Christy Ragle
Linda Shore Adam Warwas

Absent: David Gratner Ramona Hacker

Others Present: Winnie Logan Brenda Martinez Caitlin Fedor
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 Nancy Cook for the approval of the agenda for the June 16, 2025, meeting. Motion carried.

PUBLIC COMMENTS

There were no public comments.

MINUTES

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

FINANCIAL REPORT

Register of Claims: Warrants #130877-130934 were reviewed and signed for approval. Brenda reviewed the month-end financial reports and gave an overview of the encumbered report for May. Brenda reported that the library has spent 31% of the budget so far. The Construction Fund was reviewed. There was a discussion about potential future budget concerns. A motion was made by Linda Shore and seconded by Christy Ragle for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Winnie reviewed her director's report for June. Summer Reading is underway, and this year's theme is "Color Our World." Many events and programs are related to arts and crafts. In addition to the reading program prizes, patrons can submit book-themed artwork to be displayed around the library on June 19. All participants of the art gallery will be entered into a prize drawing.

Donations for the month included \$55.

Personnel updates for the month include Anna Lyall, PT Outreach Clerk, employment ended effective June 2, and Amanda Weaver, PT Business Office Assistant, employment began June 2.

The library issued 49 new cards, 1,062 patrons checked out items, and there were 269 people at live programs and 328 people at various outreach programs.

A motion was made by Linda Shore and seconded by Nancy Cook for the approval of the director's report. Motion carried.

FRIENDS OF THE LIBRARY REPORT

There was no Friend's report.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BUILDING PROJECT UPDATES

Building project updates include the total amount of money outstanding, including all change orders, which is \$289,875.68. Progress since the last board meeting includes flooring completed on the 2nd floor, drywall continuing on the upper level with some painting and new ceilings, DOAS unit should be operational by 5-31-25, meeting with shelving movers and Mattcon to work out final moves, and the decision to lower the height of the 2nd floor shelving from 90" to 68". The shelving will be cut down and reassembled, as buying completely new shelving is very expensive.

Quotes received from two firms for indoor signage include Essential Architectural Signage for \$86,272 and Ace Sign Systems for \$79,523. Both firms have proved to be reliable, so it was recommended to accept the lowest bid.

A significant challenge is that the front sidewalk is not ADA compliant, as it does not meet flush with the ramp. Options to fix this issue would include dropping the ramp and taking concrete off or growing the sidewalk to flush with the ramp.

A motion was made by Adam Warwas and seconded by Linda Shore for the approval of accepting the quote from Ace Sign Systems for \$79,523 and to approve the quote from Margison Graphics for the Watchfire sign at \$23,489.30. Motion carried.

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

Respectfully submitted,
Caitlin Fedor