

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
Tuesday, November 17, 2015  
7:00pm Eastern Time

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 7:00 by Board President Steve Vojtko.

**PRESENT**

Steve Vojtko-President  
Renee Millar-Vice President  
Lisa Mills-Secretary  
Val Seemiller-Treasurer  
Carol Hesch-Member  
Marvin Larue-Member  
Lisa Baiz-Director  
Amy Schrock-Assistant Director  
Christy Carlisle-Administrative Assistant

**ABSENT**

Rob Elkins-Member

**APPROVAL OF MINUTES**

Moved to approve the September 15, 2015 Public Hearing of the 2016 budget by Lisa Mills and seconded by Carol Hesch. Motion carried.  
Moved to approve the September 15, 2015 regular monthly business meeting with changes made by Renee Millar seconded by Val Seemiller. Motion carried.  
Moved to approve the September 22, 2015 board work session by Val Seemiller seconded by Renee Millar. Motion carried. Steve Vojtko and Lisa Mills abstained.  
Moved to approve the October 20, 2015 Budget adoption hearing by Marvin Larue seconded by Val Seemiller. Motion carried. Carol Hesch abstained.  
Moved to approve the October 20, 2015 regular monthly business meeting by Renee Millar seconded by Val Seemiller. Motion carried. Carol Hesch abstained.  
Moved to approve the October 27, 2015 board work session by Carol Hesch seconded by Val Seemiller. Motion carried. Marvin Larue abstained.

**CONSENT AGENDA**

STATISTICS  
CHILDREN'S PROGRAM COORDINATOR'S REPORT  
ADULT PROGRAM COORDINATOR'S REPORT  
REFERENCE/LOCAL HISTORY REPORT  
LONG RANGE PLAN  
TECHNOLOGY PLAN ASSISTANT DIRECTOR'S REPORT  
DIRECTOR'S REPORT

**PUBLIC COMMENTS**

Present: Marie Schaeffer and Hailey Hesch.

**TREASURER'S REPORT**

Moved to pay invoice to A1 Door for \$781.00 from the construction fund by Renee Millar seconded by Marvin Larue. Motion carried.

**UNFINISHED BUSINESS**

Action needed to approve closing the library to move the media department. Moved to close the library on December 28, 29 and 30, 2015 to move the media department by Val Seemiller seconded by Lisa Mills. Motion carried.

**NEW BUSINESS**

1. Action needed to accept the bid for servicing floor mats. Moved to accept the bid from Monarch for a 2 year contract by Renee Millar seconded by Val Seemiller. Motion carried.
2. Action needed to accept a bid for our HVAC Contract. Moved to accept the bid from J & K HVAC for a year contract of \$4,100 by Carol Hesch seconded by Marvin Larue. Motion carried.
3. Action needed to review estimates on carpet cleaning. The board discussed the estimates and decided to table it until April 2016.
4. The Director updated the board on the Roof/Soffit problems from earlier in the week. After staff member Julie Shelton noticed a large piece of soffit flapping in the wind the director decided for the safety of the public to close the library until the soffit could be secured. The library reopened at 4:30pm.

**OTHER BUSINESS**

1. Carol Hesch suggested that monthly meetings start at 6:30 rather than 7:00. The board members agreed and decided to start meetings at 6:30 as of January 2016.
2. Carol Hesch asked the board what they thought of showing the staff appreciation by paying for part of their Staff Christmas party. After some discussion the board decided that since its tax payer dollars they could not do that. There was some discussion that board members could donate their own money or maybe the friends of the library could help.
3. Motion to transfer up to 10% of the operating fund to the rainy day fund in December by Renee Millar seconded by Carol Hesch. Motion carried.

**PAYMENT OF CLAIMS**

Moved to pay claims by Carol Hesch seconded by Renee Millar. Motion carried.

**ADJOURNMENT**

Moved to adjourn at 7:57 by Marvin Larue seconded by Val Seemiller. Motion carried.

Stephen E. Veitch  
President

12/15/15  
Date

Lisa Mich  
Secretary

12-15-15  
Date