

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
Tuesday, September 19, 2017 at 6:40 PM ET
408 S Bray St., New Carlisle, In. 46552

AGENDA

CALL TO ORDER

The meeting was called to order at 6:40 by Board President Carol Hesch.

PRESENT

Carol Hesch-President
Marvin Larue-Treasurer
Renee Millar-Secretary
Terry Bailey-Member
Amy Schrock-Interim Director
Christy Carlisle-Administrative Assistant

ABSENT

Steve Vojtko-Member
Dave Doll-Vice President
Lisa Mills-Member

APPROVAL OF MINUTES

Tabled the approval of minutes from the regular monthly business meeting on August 15, 2017 until the October 17, 2017 business meeting.

CONSENT AGENDA

STATISTICS
CHILDREN'S PROGRAM COORDINATOR'S REPORT
MARKETING/ADULT PROGRAM COORDINATOR'S REPORT
TEEN AND OUTREACH COORDINATOR
LOCAL HISTORY AND DIGITAZATION REPORT
REFERENCE AND LOCAL HISTORY ASSOCIATE REPORT
MAINTENACE REPORT
LONG RANGE PLAN
TECHNOLOGY PLAN
INTERIM DIRECTOR'S REPORT

In response to a question from the August board meeting on declining circulation, Interim Director Amy Schrock stated she would like to review numbers after October. The library had switched circulation systems in October of 2016, and the older system count may not have been accurate, so it would be better to compare numbers with the newer system.

Motion to approve consent agenda by Renee Millar, seconded by Terry Bailey. Motion carried.

TEEN ADVISORY GROUP

Teen liaison Robbi Stephens told of recent activities including making bookends that are on display in the teen department. Eight teens helped out with Pioneer day and will be assisting with Spooky night. The teens are currently collecting items for the Christmas Child boxes. Discover New Carlisle has asked

for the teen's assistance in preparing wreaths for the town and to serve hot chocolate on November 27 after the Christmas parade. TAG will also be helping the Friends of the Library by setting up tables for their book sale.

PUBLIC COMMENTS

Present: Marie Schaefer, Katie Orr and Robbi Stephens. No comment.

TREASURERS REPORT

1. Motion to transfer \$600.00 from line 100.20.101 Office Supplies to line 100.20.103 Repair and Maintenance Supplies. Transfer \$1,900.00 from line 100.30.113 Waste Disposal to line 100.30.116 Repair and Maintenance by Terry Bailey, seconded by Renee Millar. Motion carried.

UNFINISHED BUSINESS

1. The Interim Director updated the board on a following items.
 - a. The electric sign is up and running.
 - b. The security system update is now complete.
 - c. J&K cleaned vents and replaced flexible duct work in the adult department and staff work areas.
 - d. Three trees were removed near the staff parking entrance due to safety issues.
2. The Interim Director reported that Umbaugh had reviewed the budget, it was entered into Gateway, and the Budget Adoption meeting will be held on October 17, 2017.
3. Motion to approve the inter-library loan policy by Renee Millar, seconded by Marvin Larue. Motion carried.

NEW BUSINESS

1. The Interim Director reported on the success of Pioneer Day. Ten staff and twelve adult volunteers assisted with the event, with 400 people in attendance.
2. As part of our long-range plan, Interim Director will meet with a representative of JP Gillen to review computer needs, with the possibility of purchasing more laptop computers and computers for the teen area.

PAYMENT OF CLAIMS

Motion to pay the claims by Marvin Larue, seconded by Terry Bailey. Motion carried.

ADJOURNMENT

Motion to adjourn the meeting at 7:05 by Terry Bailey, seconded by Renee Millar. Motion carried.