

**NEW CARLISLE OLIVE-TOWNSHIP PUBLIC LIBRARY**  
**REGULAR MONTHLY BUSINESS MEETING**  
Tuesday, November 21, 2017 6:30 PM  
408 S Bray St., New Carlisle, In. 46552

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 6:30 by Board President Carol Hesch.

**PRESENT**

Carol Hesch-President  
Dave Doll-Vice President  
Renee Millar-Secretary  
Marvin Larue-Treasurer  
Lisa Mills-Member  
Amy Schrock-Interim Director  
Christy Carlisle- Administrative Assistant

**ABSENT**

Steve Vojtko-Member  
Terry Bailey-Member

**APPROVAL OF MINUTES**

Motion to approve minutes from October 16, 2017 Executive Session made by Dave Doll, seconded by Lisa Mills. Motion carried.

Motion to approve minutes from October 17, 2017 Budget Hearing made by Lisa Mills, seconded by Renee Millar. Motion carried. Dave Doll abstained.

Motion to approve minutes from October 17, 2017 Regular Monthly Business Meeting made by Lisa Mills, seconded by Marvin Larue. Motion carried. Dave Doll abstained.

**CONSENT AGENDA**

STATISTICS

CHILDREN'S PROGRAM COORDINATOR'S REPORT

MARKETING/ADULT PROGRAM COORDINATOR'S REPORT

TEEN AND OUTREACH COORDINATOR

LOCAL HISTORY AND DIGITAIZATION REPORT

REFERENCE AND LOCAL HISTORY ASSOCIATE REPORT

MAINTENANCE REPORT

LONG RANGE PLAN

TECHNOLOGY PLAN

INTERIM DIRECTOR'S REPORT

Motion to approve the consent agenda by Dave Doll, seconded by Lisa Mills. Motion carried.

**TEEN ADVISORY GROUP (TAG) REPORT**

Katie Orr reported the teens participated in a basic cooking class and attended a self-defense class. 23 teens assisted Discover New Carlisle by assembling 76 wreaths for the street lights downtown. They will also assist by serving hot chocolate after the Christmas parade. 40 teens were at the library lock-in. The TAG food and mitten drive will run through December 7, 2017. The teens provided 76 Christmas Child boxes this year, and will be visiting Miller's Merry Manor Dec. 21 for caroling and giving gifts.

**PUBLIC COMMENTS**

Marie Schaeffer, Katie Orr, Phil Gates, Pat Williams, Julie Shelton and Stephanie Murphy.

**TREASURER REPORT**

**UNFINISHED BUSINESS**

1. Motion to approve and sign a contract for snow removal with Lawnscape Services made by Marvin Larue, seconded by Dave Doll. Motion carried.
2. After some discussion the board decided to table the book drop until 2018.
3. The Interim Director informed the board that the new computers and laptops are being prepared for use.
4. The Interim Director informed the board that the 1-hour computer time limit has been implemented and is going well.

#### NEW BUSINESS

1. Motion to approve 7.7% rate increase to the employee's group health insurance made by Renee Millar, seconded by Marvin Larue. Motion carried.
2. Motion to approve and have Interim Director sign the contract with S & S Services for the 5 year inspection in the amount of \$1,044.00 made by Dave Doll, seconded by Marvin Larue. Motion carried.
3. Motion to approve the Unattended Children Policy to add changes in 1. "All children, age 7 and younger, unless in 2<sup>nd</sup> grade" and 2. "Children age 8 to 12, unless in 7<sup>th</sup> grade" made by Dave Doll, seconded by Renee Millar. Motion carried.
4. Motion to approve and sign by Resolution the Materiality and Process for Reporting Material Items made by Renee Millar, seconded by Lisa Mills. Motion carried.
5. The Interim Director announced that the State Board of Accounts has completed an audit of the library for the years 2013-2016.
6. Motion to approve the removal of the following broken items from the fixed assets report: MTD small snow blower Model 31b-140352, United Chair Brylee Model BR-16 and RCA TV M50WH185 made by Dave Doll, seconded by Renee Millar. Motion carried.
7. Motion to accept and sign the Memorandum of Understanding between New Prairie United School Corporation and the New Carlisle-Olive Twp. Public Library made by Renee Millar, seconded by Marvin Larue. Motion carried.
8. Upon recommendation by the Interim Director and Assistant Bookkeeper, there was a motion to approve the purchase of AVC accounting program not to exceed \$6,420.00 to be paid from the operating fund made by Renee Millar, seconded by Marvin Larue. Motion carried.

#### OTHER BUSINESS

1. Motion to approve adding the statement "The wearing of masks or similar facial concealments is not allowed except for library sponsored programs and for religious, medical, or other legally protected reasons." to the Library Patron Behavior policy made by Marvin Larue, seconded by Dave Doll. Motion carried.
2. Motion to have J&K rebuild the water pump not to exceed \$4,092.79 to be paid from Repair and Maintenance made by Dave Doll, seconded by Renee Millar. Motion carried.
3. Motion to approve the hiring of Stephanie Murphy with a salary of \$60,000.00 per year and all benefits due full time employees including 23 days flex time (161 flex hours) made by Renee Millar, seconded by Dave Doll. Motion carried.
4. Renee Millar expressed the Board's appreciation to Amy Schrock for filling in as Interim Director and moved to approve an additional \$500.00 in pay before the end of the year, which was seconded by Marvin Larue. Motion carried.

#### PAYMENT OF CLAIMS

Motion to pay the claims made by Dave Doll, seconded by Lisa Mills. Motion carried.

#### ADJOURNMENT

Motion to adjourn the meeting at 7:37 by Lisa Mills, seconded by Dave Doll. Motion carried.

  
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Carol Hesch, President

  
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Renee Millar, Secretary