

NEW CARLISLE OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
Tuesday, December 19, 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
Marvin Larue-Treasurer
Renee Millar-Secretary
Terry Bailey-Member
Lisa Mills-Member
Steve Vojtko-Member
Stephanie Murphy-Director
Amy Schrock-Assistant Director
Christy Carlisle-Administrative Assistant

ABSENT

Dave Doll-Vice President

APPROVAL OF MINUTES

Motion to approve minutes from the November 21, 2017 Regular Business Meeting made by Marvin Larue, seconded by Lisa Mills. Motion carried. Steve Vojtko and Terry Bailey abstained.

CONSENT AGENDA

STATISTICS
CHILDREN'S PROGRAM COORDINATOR'S REPORT
MARKETING/ADULT PROGRAM COORDINATOR'S REPORT
TEEN AND OUTREACH COORDINATOR
LOCAL HISTORY AND DIGITIZATION REPORT
REFERENCE AND LOCAL HISTORY ASSOCIATE REPORT
MAINTENANCE REPORT

The Director attached a report showing the circulation statistics comparing November 2016 to November 2017. Overall circulation is down but consideration is being given for ways to increase circulation. Motion to approve the consent agenda made by Steve Vojtko, seconded by Terry Bailey. Motion carried.

REPORTS

The Director spoke about her first few weeks of work. She has enjoyed her time and felt welcomed by the community. Among the many new tasks, she took the new director's webinar, attended the exit interview for the State Board of Accounts audit, and set up an organizational chart for the staff. She has met with Tara Bush, the Olive Elementary Principal, Jim Gillen, owner of JP Gillen, the IT service provider

and the managers on duty. Phil Gates, Maintenance Specialist, walked her through the entire building. The Director as well as the entire staff have now watched the webinar on Internal Controls. She is working on updating the lighting to LED's and also working with appointing authorities in finding exact term dates for the Board of Trustees.

PUBLIC COMMENTS

None.

TREASURERS REPORT

1. Motion by resolution to transfer \$90,000.00 from the Operating Fund into the Rainy Day Fund made by Steve Vojtko, seconded by Terry Bailey. Motion carried.
2. Motion to approve the lease rental payment of \$219,750.50 made by Renee Millar, seconded by Lisa Mills. Motion carried.
3. Motion to approve the transfer of \$3,116.45 from 100.10.102 Salary of Staff/Assistants to 10.10101 Salary of Director, \$1,100.00 from 100.30.106 Communications: Online Services to 100.30.101 Professional Services, \$1,011.00 from 100.30.112 Utilities: Electric to 100.30.115 Bonds and Insurance, \$200.00 from 100.40.107 Non Print: Books on CD to 100.40.102 Furniture and Equipment, made by Lisa Mills, seconded by Terry Bailey. Motion carried.

UNFINISHED BUSINESS

NEW BUSINESS

1. Steve Vojtko nominated Carol Hesch for President, Dave Doll for Vice-President, Marvin Larue for Treasurer and Renee Millar for Secretary. Motion to approve the slate of officers made by Steve Vojtko, seconded by Lisa Mills. Motion carried.
2. Motion to approve the 2018 employee salary schedule as follows made by Marvin Larue, seconded by Terry Bailey. Motion carried.
Director-\$57,000-\$69,000
Assistant Director-\$43,000-\$50,000
Children's Coordinator-\$35,000-\$40,000
Head of Circulation-\$28,000-\$30,000
Maintenance-\$15.00-\$17.00
Marketing and Adult Program Coordinator-\$14.00-\$16.00
Teen and Outreach Coordinator-\$12.00-\$14.00
Administrative/Bookkeeper Assistant-\$12.00-\$14.00
Custodian-\$10.00-\$14.50
Reference and Local History Associate-\$9.50-\$11.00
IT Assistant-\$9.50-\$11.00
General Clerk-\$8.50-\$9.50
Page-\$7.25-\$8.25
3. Motion to approve the 2018 Holiday schedule to include the following days:
New Year's Day, Good Friday, Easter Sunday (not paid) ,Memorial Day, Independence Day, Labor Day, Early Closing the eve of Thanksgiving 5:00 PM, Late Open at 1:00 PM the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve, made by Lisa Mills, seconded by Steve Vojtko. Motion carried.

4. Motion to approve the updated Internal Controls policy made by Terry Bailey, seconded by Marvin Larue. Motion carried.

OTHER BUSINESS

Carol Hesch announced that the open house to welcome our new director will be January 14, 2018 from 2:00 – 4:00. P.M.

Carol also thanked Lisa Mills and Steve Vojtko for their service on the board.

PAYMENT OF CLAIMS

Motion to pay the claims made by Steve Vojtko, seconded by Lisa Mills. Motion carried.

ADJOURNMENT

Motion to adjourn the meeting at 7:11 made by Marvin Larue, seconded by Lisa Mills. Motion carried.