

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR BUSINESS MEETING
Tuesday, February 20, 2018 at 6:30 pm
408 S Bray St. New Carlisle, In. 46552

AGENDA

CALL TO ORDER

The meeting was called to order by Board President Carol Hesch at 6:31.

PRESENT

Carol Hesch-President
Marvin Larue-Treasurer
Renee Millar-Secretary
Terry Bailey-Member
Stephanie Murphy-Director
Amy Schrock-Assistant Director

ABSENT

Dave Doll-Vice President
Tara White-Member

CONSENT AGENDA

- APPROVAL OF MINUTES – January 16, 2018 Regular Business Meeting & Board of Finance Meeting.
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Terry Bailey made a motion to approve the consent agenda. Marvin Larue seconded the motion. Motion carried.

REPORTS

TAG REPORT

Robbie Stevens reported on TAG's past events. The teens hosted a Senior Bingo 55+ event. Marie Schaeffer reported on some volunteer opportunities for the group.

DIRECTORS REPORT

The Director gave an update on the Library Leasing Corporation saying clearance and further steps were received from the Indiana Dept. of Revenue. Jane Herndon of Ice, Miller, the library's bond counsel has handled questions regarding the process.

The Director shared information regarding the final Lease/Rental payments and the bond process. She also gave an update about Inter-Library Loan. Indiana State Library opened up the Statewide Remote Circulation System (SRCS) for new members, so she sent in a letter of interest for NCPL. SRCS is a free service of ISL to provide Inter-Library Loan to member libraries.

The Director has been working with staff to ascertain needs in order to create a plan for the use of the Construction Fund. We have estimates for some of the work and have scheduled quotes from more vendors. Work on these projects will be starting soon.

FINANCIAL REPORT

Nothing to report.

UNFINISHED BUSINESS

1. Terry Bailey made a motion to approve the Board Bylaws as amended. Marvin Larue seconded the motion. Motion carried.

NEW BUSINESS

- 1) Terry Bailey made a motion to approve the following purchases over \$1000.00 Renee Millar seconded the motion. Motion carried.
 - a. Phantom Technology to Mount WAPs \$1305.00
 - b. Fertilizer and weed control to TruGreen \$1400.00
 - c. Cisco switch \$1950.00 (insurance pays \$950.00)
 - d. Annual contract with Umbaugh and Associates \$5000.00 for budget analysis, time & expense for other projects

- 2) Renee Millar made a motion to approve payment of repairs to HVAC from the Rainy Day Fund. Marvin Larue seconded the motion. Motion carried.
 - a. Motor \$2619.65
 - b. Misc. Repairs \$5386.80
- 3) Renee Millar made a motion to approve Statewide Reciprocal agreement and to pursue a formal agreement with St. Joseph County Public Library. Terry Bailey seconded the motion. Motion carried.
- 4) Terry Bailey made a motion to approve updated circulation, fines, fees policy. Marvin Larue seconded the motion. Motion carried.
- 5) Marvin Larue made a motion to approve the Director signing a contract to make the library an emergency shelter for Miller's Merry Manor. Terry Bailey seconded the motion. Motion carried.
- 6) Marvin Larue made a motion to approve the Resolution to open a bank account at Horizon Bank. Terry Bailey seconded the motion. Motion approved.
- 7) Marvin Larue made a motion to remove items from fixed assets for electronic recycling, including a microfilm reader. Renee Millar seconded the motion. Motion carried.
- 8) Terry Bailey made a motion to approve the Director to seek a consultant on facility needs assessment. Marvin Larue seconded the motion. Motion carried.

PUBLIC COMMENTS

In attendance: Casey Gumm, Phil Gates, Marie Schaeffer, Robbie Stevens. No comments were given.

OTHER BUSINESS

Carol Hesch welcomed Casey Gumm. Casey will be the newest board member as soon as her paperwork for the appointment is received.

ADJOURNMENT

Marvin Larue made a motion to adjourn the meeting at 7:28 pm. Terry Bailey seconded the motion. Motion carried.



Carol Hesch, President



Renee Millar, Secretary