

NEW CARLISLE – OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING

Tuesday, November 27, 2018
Immediately following the Executive Session

AGENDA

CALL TO ORDER

The meeting was called to order at 6:46 p.m. by President Carol Hesch.

PRESENT

Carol Hesch, President
Dave Doll, Vice President
Terry Bailey, Treasurer
Renee Millar, Secretary
Casey Gumm, Member
Tara White, Member
Adam Podell, Member
Stephanie Murphy, Director
Amy Schrock, Assistant Director
Wendy Arndt, Administrative Assistant

CONSENT AGENDA

- APPROVAL OF MINUTES – October 18, 2018 Regular Board Meeting, October 18 Budget Adoption Meeting
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Tara White made a motion to approve the Consent Agenda. Dave Doll seconded the motion. Motion carried.

REPORTS

- TAG REPORT

Marie Schaeffer, Teen and Outreach Coordinator, and TAG member, James Whitteberry, reported. TAG members enjoyed their lock-in. They assisted Discover New Carlisle by passing out cookies and hot chocolate after the Christmas parade. The teens are learning about Inspire and the many databases they can access. TAG members are accepting donations for the mitten tree for people in need.

- DIRECTOR'S REPORT

Director Stephanie Murphy reported on the Long Range Plan for the library. There has been positive response to automatic renewals. Spooky Night was a success with over 250 people in attendance. The library has purchased some mobile STEM labs from Rokenbok Education with donations from St. Joseph Energy and the Friends of the Library.

- FINANCIAL REPORT

Nothing to report.

UNFINISHED BUSINESS

Nothing to report.

NEW BUSINESS

- 1) Date of the December Board Meeting will be December 18, 2018 at 5:30 p.m.
- 2) 2019 Closed days will be the same as last year plus a staff in-service day on August 6, 2019. Terry Bailey made a motion to approve the 2019 Closed days. Dave Doll seconded the motion. Motion carried.
- 3) Terry Bailey made a motion to approve the renewal of health insurance with the Healy Group at an increase of 6.1%. Tara White seconded the motion. Motion carried.
- 4) Dave Doll made a motion to approve the two year contract with Lawnscape Services for snow removal. Tara White seconded the motion. Motion carried.
- 5) Tara White made a motion to approve the purchase of office furniture from Business Furnishings, not to exceed \$12,000.00, to be paid from Rainy Day Fund. Casey Gumm seconded the motion. Motion carried.
- 6) 2019-2021 Long Range Plan was submitted for approval. A January work session was discussed to work out details. Tara White made a motion to approve the 2019-2021 Long Range Plan. Dave Doll seconded the motion. Motion carried.
- 7) Terry Bailey made a motion to approve the Transfer between Fund Lines as follows:

Transfer \$300.00 from 3.01 Professional Services to 3.04 Communication: Travel.

Transfer \$800.00 from 3.01 Professional Services to 3.14 Printing and Advertising.

Transfer \$250.00 from 3.02 Communication: Phone to 3.08 Communication: Ebooks.

Transfer \$1,000.00 from 3.03 Communication: Postage.

Transfer \$1,000.00 from 3.05 Communication: Professional Meetings.

Transfer \$4,000.00 from 3.06 Communication: Online Services.

Transfer \$2,000.00 from 3.11 Utilities: Gas.

Transfer \$4,000.00 from 3.12 Utilities: Electric.

Transfer \$12,000.00 to 3.16 Repair and Maintenance.

Transfer \$4,000.00 from 4.1 Non-Print: DVD to 4.02 Furniture and Equipment.

Transfer \$400 from 3.13 Utilities: Waste Disposal to 3.15 Bonds & Insurance.

Casey Gumm seconded the motion. Motion carried.

8) A request to retain Umbaugh and Associates for financial analysis was tabled pending an actual cost. Further discussion will be held at the December 2018 board meeting.

PUBLIC COMMENTS

Present: Marie Schaeffer, Teen and Outreach Coordinator, and James Whitteberry, TAG member.

OTHER BUSINESS

Carol Hesch commented on the new carpet in the entryway. The terms of Board Members Millar, Podell and White will expire December 31, 2018. Podell and White will apply for renewed terms and Millar will be replaced. Renee Millar expressed her concern a new bond issue would have on the local small businesses and farmers. Tara White made a motion to approve a 4% increase in the Director's salary to \$62,400.00. Terry Bailey seconded the motion. Motion carried.

ADJOURNMENT

Dave Doll made a motion to adjourn the meeting. Adam Podell seconded the motion. Motion carried. Meeting adjourned at 8:21 p.m.



President



Secretary