

Minutes of the NEW CARLISLE OLIVE-TOWNSHIP PUBLIC LIBRARY  
REGUALR MONTHLY BUSINESS MEETING  
Tuesday January 19, 2016 6:30 P.M. Eastern Time  
408 S. Bray Street, New Carlisle, IN 46552

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 6:37 by Board President Renee Millar.

**PRESENT**

Renee Millar - President  
Steve Vojtko - Vice President  
Marvin Larue - Treasurer  
Carol Hesch - Member  
Lori Szczypiorski - Member  
Lisa Baiz - Director  
Amy Schrock - Assistant Director  
Christy Carlisle - Administrative Assistant

**ABSENT**

David Doll - Member  
Lisa Mills - Secretary

**APPROVAL OF MINUTES**

Moved to approve minutes from December 15, 2015 regular monthly meeting by Steve Vojtko seconded by Carol Hesch. Motion carried.

**CONSENT AGENDA**

STATISTICS  
CHILDREN'S PROGRAM COORDINATOR'S REPORT  
ADULT PROGRAM COORDINATOR'S REPORT  
REFERENCE/LOCAL HISTORY REPORT  
LONG RANGE PLAN  
TECHNOLOGY PLAN  
ASSISTANT DIRECTOR'S REPORT  
DIRECTOR'S REPORT

**PUBLIC COMMENTS**

Present Marie Schaeffer, Sammie Leiter and Julie Shelton. Sammy Leiter reported on behalf of the teens. She thanked the board for the new teen department, it's amazing. She reported that Marie had set up a responsibility sheet for their department so the teens could help keep things cleaned and picked up. She also, reported that the teen are working on a Valentine's Day project for the residents of Miller's and a senior bingo day on March 5. Miller's has asked the teens to help them with their fun fair in either May or June. The teens will also be helping the Friends of the Library with the book sale in April.

**TREASURERS REPORT**

Amy Schrock reported that she transferred \$116,188.01 from the operating fund into the rainy day fund.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. Action needed to approve the annual review of Library Policies. Moved to approve the Library Policies by Steve Vojtko seconded by Lori Szczypiorski. Motion carried. Copy attached.
2. Action needed to approve the Lawn Care Request For Proposal and timeline. Moved to approve the lawn care Request For Proposal and timeline by Steve Vojtko seconded by Marvin Larue. Motion carried.

**OTHER BUSINESS**

1. The Director informed the board that Justin Frey turned in his resignation and she's posed a job description for his position.
2. The Director informed the board that Dana Groves received a grant for directional signs for the town and has included the library on them. There will be three in different locations in the town.
3. The Director suggested setting up a webinar for the board, it would cover the roll of the board.
4. The Director announced that the library will be doing a trial run with the circulation system Apollo.
5. The Director thanked the board members that provided lunch for the staff during our Media move.

**PAYMENT OF CLAIMS**

Moved to pay claims by Carol Hesch seconded by Marvin Larue. Motion carried.

**ADJOURNMENT**

Moved to adjourn the meeting at 7:12 by Steve Vojtko seconded by Carol Hesch. Motion carried.