

MINUTES OF THE NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY BUSINESS MEETING
Tuesday May 17, 2016 6:30 pm ET

AGENDA

CALL TO ORDER

The meeting was called to order by board president Renee Millar at 6:30.

PRESENT

Renee Millar - President
Steve Vojtko - Vice President arrived at 6:45
Marvin Larue - Treasurer
Lisa Mills - Secretary
Carol Hesch - Member
Dave Doll - Member
Lisa Baiz - Director
Amy Schrock - Assistant Director
Christy Carlisle - Administrative Assistant

ABSENT

Lori Szczypiorski - Member

APPROVAL OF MINUTES

Moved to approve minutes from the April 19, 2016 regular business meeting by Carol Hesch seconded by Dave Doll. Motion carried.

Moved to approve minutes from the April 19, 2016 hearing on the Rainy Day Fund by Carol Hesch seconded by Dave Doll. Motion carried

CONSENT AGENDA

STATISTICS
CHILDRENS 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

Moved to approve the consent agenda by Lisa Mills seconded by Marvin Larue. Motion carried.

TEEN ADVISORY GROUP REPORT

The teens reported on the art show that ran from April 21 thru May 1. It was a great success with 21 of the items shown from the teens. They also helped with the book sale in April. Currently the teens worked on mother's day gifts and memory frames. The final okay was given from Hamilton Grove for the teens to work on the resident's life bios. They will start that in the fall. Summer TAG meetings will

be on Thursday's from 1:30 -3:00. Marie thanked Sammy Leiter and Caitlyn Wood for taking part in the board meetings, as well as the board for allowing their presence.

PUBLIC COMMENTS

None. Public Present: Julie Shelton, Marie Schaeffer and Sammy Leiter.

TREASURER'S REPORT

Nothing to report.

UNFINISHED BUSINESS

1. Lisa Baiz informed the board that the Library is on the county council agenda on June 28, 2016 with the hearing set for July 12, 2016.
2. Renee Millar commented on a seminar that she attended with the Director on internal controls. The library will have to have a written policy finalized by December 31, 2016.
3. Action needed: Moved to approve a roof inspection at a cost of \$1,450 paid from the construction fund by Carol Hesch seconded by Marvin Larue. Motion carried.

NEW BUSINESS

1. Action needed: Motion by Carol Hesch seconded by Steve Vojtko to declare as surplus, unusable computer and electronic equipment. Motion carried.
2. The Director informed the board that Wissco will be coming out to inspect the sprinklers and that Lawn-medic was here to treat the lawn. So far the Geocaching is going well. The Director will also be revisiting the carpet cleaning in the June agenda. The wedding that took place on April 30, 2016 in the library went well and the Director presented the bride and groom with a gift of a book from the board.
3. Director informed the board that Ricky Lopez is no longer with the Library. Action needed to change the job description from a full time position to 2 part-time positions, one for a maintenance specialist and the other a custodial specialist.
Moved to approve a part-time maintenance specialist and a part-time custodial specialist by Dave Doll, seconded by Steve Vojtko. Motion carried.

OTHER BUSINESS

Renee Millar thanked the staff for helping out with the cleaning until new maintenance personnel are hired. She also reported that the Friends of the Library made \$2,000 at the April book sale.

PAYMENT OF CLAIMS

Moved to pay claims by Steve Vojtko, seconded by Carol Hesch. Motion carried.

ADJOURNMENT

Moved to adjourn the meeting at 6:57 by Steve Vojtko seconded by Lisa Mills. Motion carried.