

**NEW CARLISLE OLIVE-TOWNSHIP PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING**

Tuesday June 21, 2016 6:30 P.M.  
408 S Bray Street, New Carlisle, In. 46552

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 6:30 by the Board President Renee Millar.

**PRESENT**

Renee Millar-President  
Steve Vojtko-Vice President  
Marvin Larue-Treasurer  
Lori Szczypiorski-Member  
Dave Doll-Member  
Lisa Baiz-Director  
Amy Schroek-Assistant Director  
Christy Carlisle -Administrative Assistant

**ABSENT**

Lisa Mills-Secretary  
Carol Hesch-Member

**APPROVAL OF MINUTES**

Moved to approve minutes from May 17, 2016 Regular Business Meeting by Dave Doll seconded by Lori Szczypiorski. Motion carried

Moved to approve minutes from May 17, 2016 Executive Session by Dave Doll seconded by Marvin Larue. Motion carried.

Moved to approve minutes from May 17, 2016 Work Session by Marvin Larue seconded by Dave Doll. 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

Moved to approve the consent agenda by Lori Szczypiorski seconded by Dave Doll. Motion carried.

**PUBLIC COMMENT**

No comments. Present: Julie Shelton

**TREASURERS REPORT**

Nothing to report.

**UNFINISHED BUSINESS**

1. The Director updated the board on the new personnel. Phillip Gates will by starting on July 5, 2016 in the new part time Maintenance position. Michelle Ronig started June 13, 2016 in the new cleaning position. We are currently interviewing for the clerk position.
2. Action needed to approve carpet cleaning bid. After much discussion the board agreed to approve the bid from Dependable Carpet Cleaning if the contract stated there would be a guarantee that if Lisa wasn't satisfied with the cleaning after the first visit of three the library wouldn't be required to have them return for the additional dates.  
Moved to approve Dependable Carpet Cleanings bid of \$2,995 pending the contract has a guarantee and that we don't pay for the entire project until the work meets with Lisa's approval by Marvin Larue seconded by Dave Doll. Motion carried.

**NEW BUSINESS**

1. Action needed to approve bid for new phone system. The Director went over the bid from Indiana Electronics. The bid was for \$6,670 which included 3-20 button phones, 10 -10 button phones and 1 single button phone. Their warranty was for one year for parts and labor. After much discussion the motion was moved to approve the quote for \$6670 with

Indiana Electronics and Communications giving the authority to Lisa to review the contract making sure that it meets the Library's need then signing it by Lori Szczypiorski seconded by Marvin Larue. Motion carried.

Lori Szczypiorski amended the motion.

Moved to approve the quote of \$6670 from Indiana Electronic to be taken from the construction fund upon approval of contract from the Director by Lori Szczypiorski seconded by Marvin Larue. Motion carried.

2. Action needed to approve making the Head of Circulation position salary rather than hourly. After some discussion a motion was moved to approve to make the Head of Circulation a salary position by Dave Doll seconded by Lori Szczypiorski. Motion carried.
3. Action needed to make the semi-annual lease payment. Moved to make the lease payment by Dave Doll seconded by Marvin Larue. Motion carried.
4. Action needed to pay for the safety deposit box at Wells Fargo or remove the need for one from the by-laws. The Board discussed making a payment of \$45 to Wells Fargo for a safety deposit box that is not being used and decided to just remove the need for one from the by-laws. Moved to close the safety deposit box at Wells Fargo and to later amend the by-laws for the safety deposit box by Lori Szczypiorski seconded by Marvin Larue. Motion carried.

#### **OTHER BUSINESS**


1. The Assistant Director handed out information regarding paying some of the monthly Library bills electronically. She explained that since the mail has been going through Fort Wayne, we have had several checks go missing causing the Library the added expense of a stop payment charge as well as the inconvenience to the vendor that are waiting for their payment. This is something she would like the board to think about and would put it on the agenda sometime in the future.
2. Renee Millar announced that the Friends of the Library will be giving the Library \$1000 to purchase 2 new tents as well as money toward the Library picnic in September.


#### **PAYMENT OF CLAIMS**

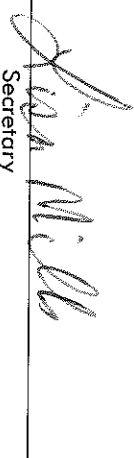
Moved to pay the claims by Dave Doll seconded by Marvin Larue. Motion carried.

#### **ADJOURNMENT**

Moved to adjourn meeting at 7:30 by Lori Szczypiorski seconded by Dave Doll. Motion carried.

  
Renee Millar  
President

  
9-20-16  
Date

  
Kim Mills  
Secretary

  
9-20-16  
Date