

MINUTES OF THE NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
Tuesday, October 20, 2015 7:00 pm Eastern Time  
408 S Bray Street, New Carlisle, IN 46552

**AGENDA**

**CALL TO ORDER**

The meeting was called to order at 7:08 p.m. by Board President Steve Vojtko. Mr. Vojtko reviewed guidelines for speaking on agenda items.

**PRESENT**

Steve Vojtko-President  
Renee Millar-Vice President  
Val Seemiller-Treasurer  
Lisa Mills- Secretary  
Marvin Larue-Member  
Rob Elkins-Member  
Lisa Baiz-Director  
Amy Schrock-Assistant Director  
Christy Carlisle-Administrative Assistant

**ABSENT**

Carol Hesch- Member

**APPROVAL OF MINUTES**

The approval of the minutes for September 15, 2015 Regular board meeting and Initial hearing for 2016 budget was tabled until next month by Val Seemiller seconded by Lisa Mills. 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, Julie Shelton and Pat Williams. Marie informed the board that she has a young man and young women who would like to represent the teens on the board.

**TREASURER'S REPORT**

1. Action needed: Moved to transfer \$1600 from line 100.30.102 Communication Phone; \$2000 from line 100.30.103 Communication Postage; \$1000 from line 100.30.105 Communication Professional meetings; \$3000 from line 100.300.106 Communication Online Backup; \$7000 to line 100.30.101 Professional Services and \$600 to line 100.30.113 Utilities Waste Disposal by Renee Millar and seconded by Val Seemiller. Motion carried.
2. Action needed: Moved to transfer \$3369.90 from line 100.10.106 Security to line 100.30.116 Repair and Maintenance by Renee Millar seconded by Val Seemiller. Motion carried unanimously with a Yea from all board members.
3. Action needed: Moved to transfer \$2558.44 from the Friends of the Library to the Operating Fund and close out the friends of the Library account. Motion made by Val Seemiller seconded by Rob Elkins. Motion carried unanimously with a Yea from all board members.

**UNFINISHED BUSINESS**

1. Approval of Snow Removal Contract. The Board opened 2 bids one from CMK and one from Lawscapes Services. After reviewing the bids Renee Millar moved to award the contract to Lawscapes Services who was the lowest bid and seconded by Val Seemiller. Motion carried.
2. Action needed for a resolution for continued participation in the Public Library Consortium for Internet Connectivity. Moved to continue internet connectivity with the Public Library Consortium by Marvin Larue seconded by Val Seemiller. Motion carried
3. The Director scheduled a work session with the Board on Tuesday October 27, 2015 at 6:30 to draft the long range plan.

**NEW BUSINESS**

1. The Director let the board know that Marie Schaeffer started her new duties as the Teen/Home bound Coordinator October 1, 2015. Also, Ricky Lopez started October 15, 2015 as the new Maintenance man.
2. Renee Millar updated the Board on the recent book sale the Friends of the Library put on. They raised close to \$1500. Left over materials were donated to Hamilton Grove, St. Vincent's and Woman's shelter.

3. Action needed: The Director asked the board to remove the initial \$.50 fee for a new library card. Moved to remove the \$.50 fee for a new library card by Marvin Larue seconded by Val Seemiller. Motion Carried.
4. Action needed: The Director asked the board to sign a contract with the IT consulting firm J.P. Gillen for next year. \$2,210 a month with a \$1,764 yearly discount for signing a one year contract with a total of \$21,168 for 2016. Moved to sign the contract with J.P. Gillen for IT services for 2016 by Marvin Larue and seconded by Val Seemiller. Motion carried.

#### **OTHER BUSINESS**

Julie Shelton reported on the food for fines that ran in September. It was very successful, we were able to donate a lot of food to the local food pantry. The food pantry was excited and very grateful for the donation. The library also donated an excess large upright refrigerator to the pantry.

#### **PAYMENT OF CLAIMS**

Moved to pay the claims by Val Seemiller seconded by Marvin Larue. Motion carried.

#### **ADJOURNMENT**

Moved to adjourn the meeting at 7:57 by Renee Millar seconded by Val Seemiller. Motion carried.