

MINUTES OF THE NEW CARLISLE OLIVE-TOWNSHIP PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR MONTHLY BUSINESS MEETING

Tuesday November 15, 2016

408 S. Bray St., New Carlisle IN 46552

AGENDA

CALL TO ORDER

The meeting was called to order at 6:30 by Vice President Steve Vojtko.

PRESENT

Steve Vojtko - Vice President
Marvin Larue - Treasurer
Carol Hesch - Member
Lori Szczypiorski - Member
Dave Doll - Member

ABSENT

Renee Millar - President
Lisa Mills - Secretary

APPROVAL OF MINUTES

Moved to approve minutes from the October 19, 2016 Budget Adoption Meeting by Dave Doll seconded by Lori Szczypiorski. Motion carried.

Moved to approve minutes from the October 19, 2016 Regular Monthly Business Meeting by Dave Doll seconded by Lori Szczypiorski. Motion carried.

CONSENT AGENDA

STATISTICS
CHILDREN'S PROGRAM
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, Sammy Leiter, Phil Gates, Jim Gillen, Sarah Audiss, Julie Shelton, Bob Humbarger, Jim Trotter from the St. Joseph Energy Center. Mr. Trotter is the Project Manager from St. Joseph Energy Center and is interested in possibly funding a library project. His company budgets moneys to use for the community or charity. He was given a list of the Library's wants which he was going to take back to his board to review and they would then decide on what they would fund.

TEEN ADVISORY GROUP REPORT

Sammy Leiter spoke on behalf of the teens. The teens have had a busy couple of months, they help with the games on Spooky Night, which they really enjoyed. They just finished their Christmas Child Boxes surpassing their goal of 54 to 57. They are currently making Christmas decorations for the Miller's residents. The Teens are also getting ready for the teen lock-in and Senior Bingo.

TREASURERS REPORT

Moved to transfer \$1000 from line 100.30.105 Communication: Profession Meetings, \$4,590 from line 100.30.106 Communication: Online Services to \$3,000 to line 100.30.101 Professional Services and \$650 to line 100.30.113 Utilities: Waste Disposal and \$170 to line 100.30.114 Printing and Advertising and \$70 to line 100.30.115 Bonds and Insurance and \$1,700 to line 100.30.116 Repair and Maintenance by Dave Doll seconded by Lori Szczypiorski. Motion carried.

UNFINISHED BUSINESS

1. Action need for Computer Consulting Contract. Jim Gillen from JP Gillen spoke to the board regarding his pricing on his renewal contract. The board had questioned the increase from last year's contract and Jim explained that his new price had a fee for remote access. That way he could remote into the Library's computer and fix a problem if something came up when he wasn't here. The Director informed the board that she was happy with his current services, especially his communication on the updates and work his

team does when they are here. Moved to approve the 3 year contract with JP Gillen for \$1,828 a month by Dave Doll seconded by Lori Szczypiorski. Motion carried.

2. Digital Sign Discussion. The board looked over the 3 different quotes for the electric sign the Library would like to install. After some discussion the Board decide on a 4' X 8' sign on a 6' pedestal. The sign description will be taken to the Area Plan Commission for approval.
3. The Director went over the list of items that have been accomplished from the long range plan. "So far the Library has replaced various computers, expanded and updated the teen department and added four monitors for advertisement."
4. Julie Shelton reported that food for fines has been successful, that so far we have collected 7 large boxes of food with a week to go. She thanked the board for letting us do this, it's a great benefit to the patrons and the local community.

NEW BUSINESS

1. Possible Donation from St. Joseph Energy Center. Mr. Trotter spoke at the beginning of the meeting under Public comments.
2. Action needed to approve a new job description of Library Assistant. Moved to approve the Library Assistant job description by Lori Szczypiorski seconded by Carol Hesch. Motion carried.

OTHER BUSINESS

The Director informed the board that she would email the Internal Controls report to them and they could let her know if there were any changes they wanted made, then they could approve it at the December Meeting.

PAYMENT OF CLAIMS

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

ADJOURNMENT

Moved to adjourn the meeting at 7:42 by Marvin Larue seconded by Lori Szczypiorski. Motion carried.