

**MINUTES OF THE NEW CARLISLE OLIVE-TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
BOARD OF TRUSTEES**

Tuesday, December 20, 2016
408 S. Bray Street, New Carlisle, IN 46552

AGENDA

CALL TO ORDER

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

PRESENT

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

ABSENT

APPROVAL OF MINUTES

Moved to approve the minutes from the November 15, 2016 Regular Business meeting by Carol Hesch, seconded by Steve Vojtko. Motion carried. Lori Szczypiorski and Lisa Mills abstained.

Moved to approve the minutes from the November 15, 2016 Special Work Session for the Library roof by Steve Vojtko, seconded by Carol Hesch. Motion carried. Lori Szczypiorski and Lisa Mills abstained.

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

Motion to approve consent agenda made by Steve Vojtko, seconded by Marvin Larue. Motion carried.

TEEN ADVISORY GROUP REPORT

Caitlyn Wood reported the teens delivered decorations they made for the residents of Miller's Merry Manor. There were 18 teens that delivered 63 paper trees and 36 snowflakes. The Bingo for seniors on December 5 was a success with 19 seniors and 6 teens attending. The hat and mitten tree was a huge success with 72 pieces of clothing delivered to the food pantry. The teens enjoyed their annual lock-in and look forward to next year's. The teens are also looking forward to making crafts for Relay for Life and yoga with Pat in January.

PUBLIC COMMENT

Marie Schaeffer, Caitlyn Wood and Sammie Leiter in attendance.

TRESURERS REPORT

1. Action needed to make the following transfers:

Transfer \$3,400.00 from line 100.10.105 Retirement.
Transfer \$3,400.00 to line 100.10.104 Group Health Insurance.

Transfer \$299.00 from line 100.20.101 Office Supplies.
Transfer \$49.00 from line 100.20.104 Children Programming.
Transfer \$348.00 to line 100.20.103 Repair and Maintenance Supplies.
Total of \$348.00 transferred.

Transfer \$700.00 from line 100.30.102 Communication: Phone.
Transfer \$800.00 from line 100.30.103 Communication: Postage.
Transfer \$1,700.00 from line 100.30.104 Communication: Travel.
Transfer \$1,000.00 from line 100.30.105 Communication: Professional Meetings.
Transfer \$650.00 from line 100.30.106 Communication: Online Services.
Transfer \$1,000.00 from line 100.30.108 Communication: Ebooks.
Transfer \$630.00 to line 100.30.101 Professional Services.

Transfer \$1,020.00 to line 100.30.115 Bonds & Insurance.
Transfer \$4,200.00 to line 100.30.116 Repair & Maintenance.
Total of \$5,650.00 transferred.

Move to make the above transfers by Lori Szczypiorski seconded by Steve Vojtko.
Motion carried.

2. Motion to transfer 9.8% of the Operating Fund into the Rainy Day fund made by Steve Vojtko, seconded by Lori Szczypiorski. Motion carried.
3. Motion to make the \$221,250.00 December lease payment by Carol Hesch, seconded by Marvin Larue.

UNFINISHED BUSINESS

1. After much discussion on options for the height and design of the electronic sign, there was a motion to encumber \$37,000.00, with Director Lisa Baiz choosing the monument sign and base. The motion was made by Dave Doll, seconded by Steve Vojtko. Lori Szczypiorski abstained. Motion carried.
2. Motion to approve the Internal Controls Policy made by Steve Vojtko, seconded by Dave Doll. Motion carried.

NEW BUSINESS

1. Steve Vojtko nominated Carol Hesch for President, Lori Szczypiorski for Vice-President, Renee Millar for Secretary, and Marvin Larue for Treasurer, seconded by Dave Doll. Motion carried.
2. Moved to approve the Materiality statement as put forth by Lisa Baiz by Lori Szczypiorski, seconded by Carol Hesch. Motion carried.
3. Moved to approve the salary range for 2017 by Steve Vojtko, seconded by Lori Szczypiorski. Motion carried.
4. Motion to close at 5:00 the Wednesday before Thanksgiving and close on Mother's Day added to the list of holidays for 2017 made by Lori Szczypiorski, seconded by Marvin Larue. Motion carried.

OTHER BUSINESS

1. We will review possible changes to our Bylaws in January. The time of our monthly meetings should be changed to 6:30 pm.
2. Renee Millar thanked this year's board, Lisa Baiz, Amy and the Library staff for all the work they did this year.

PAYMENT OF CLAIMS

Moved to pay the claims by Steve Vojtko, seconded by Dave Doll. Motion carried.

ADJOURNMENT

Moved to adjourn the meeting at 7:38 by Dave Doll, seconded by Lori Szczypiorski. Motion carried.