

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING

Tuesday, January 21, 2020
6:35 P.M.

AGENDA

CALL TO ORDER

The meeting was called to order at 6:36 p.m. by President Carol Hesch.

PRESENT

Carol Hesch, President
Terry Bailey, Treasurer
Casey Gumm, Secretary
Mindie Colanese, Member
Tara White, Member
Adam Podell, Member
Stephanie Murphy, Director
Amy Schrock, Assistant Director
Wendy Arndt, Administrative Assistant
Brad Ellett

ABSENT

CONSENT AGENDA

- APPROVAL OF MINUTES
- STATISTICS
- DEPARTMENT REPORTS
- PAYMENT OF CLAIMS

Terry Bailey made a motion to approve the Consent Agenda. Mindie Colanese seconded the motion. Motion carried.

REPORTS

- DIRECTOR'S REPORT

Director Stephanie Murphy reported that it has been a very busy month with the renovation. The contractors began demo on Monday, January 6 and everyday the youth end looks different. Contracts have been finalized with Walsh & Kelly for the outdoor work and with Commercial Office Environments for the furniture package. The move of materials to the adult end went smoothly. The MKM Construction Administration Manager and one of the architects were here on Monday, January 21 for the first progress meeting. We continue to offer our regular slate of programming throughout the process. Some recent popular programs were the Escape Room and Harry Potter Trivia. Amy Luther, formerly our full-time clerk, was hired for the Outreach Assistant position. Part-time clerk, Skye Smith, was hired for the full-time spot left open by Amy. The open part-time clerk position will be posted sometime in the near future. The State Board of Accounts has requested bookkeeping changes for 2020. Amy Schrock has been working to figure that out and we are in the midst of changing some of our purchasing procedures. With the new legislative session beginning, HEA 1343 will be revisited to clarify some of the points that were not clear. Stephanie will keep an eye on the legislation as it moves through the process.

- FINANCIAL REPORT

UNFINISHED BUSINESS

1. Mindie Colanese made a motion to approve Tara White as President for the 2020 Board of Trustees. Casey Gumm seconded the motion. Motion carried.
2. Tara White made a motion to approve Mindie Colanese as Vice President for the 2020 Board of Trustees. Casey Gumm seconded the motion. Motion carried.

NEW BUSINESS

1. Mindie Colanese made a motion to approve the Transfer of personal property, Microfilm and Cabinet to SJCPL and the Map Cabinet to Historic New Carlisle. Casey Gumm seconded the motion. Motion carried.
2. Upon reviewing the Board Bylaws, Terry Bailey made a motion to approve the Board Bylaws with an adjustment in the Mission Statement. Tara White seconded the motion. Motion carried.
3. Tara White made a motion to approve the Resolution for the Cancellation of Old Outstanding Checks. Terry Bailey seconded the motion. Motion carried.
4. Mindie Colanese made a motion to authorize Stephanie Murphy to adjust the open hours of the Library as needed during the construction project. Tara White seconded the motion. Motion carried.
5. Terry Bailey made a motion to approve Chester, Inc as IT Consultants. Adam Podell seconded the motion. Motion carried.

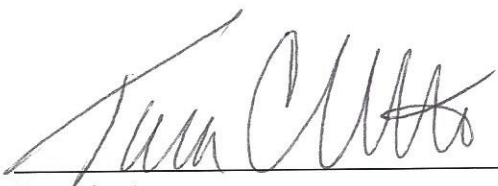
PUBLIC COMMENTS

Terry Bailey mentioned putting a one-time notice in the New Carlisle Gazette of potential closing possibilities for the Library during construction. Stephanie Murphy stated that we also notify the public on the Library website and on Facebook. Mindie Colanese mentioned that putting any Library closings on the Olive Elementary webpage would also be helpful.


OTHER BUSINESS

ADJOURNMENT

Mindie Colanese made a motion to adjourn the meeting. Casey Gumm seconded the motion. Motion carried. Meeting adjourned at 7:03 p.m.



President


2/18/20

Secretary

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting as the Board of Finance
BUSINESS MEETING
Tuesday, January 21, 2020
6:30 P.M.

AGENDA

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by President Terry Bailey.

PRESENT

Terry Bailey, President
Tara White, Secretary
Carol Hesch, Member
Casey Gumm, Member
Mindie Colanese, Member
Adam Podell, Member
Stephanie Murphy, Director
Amy Schrock, Assistant Director
Wendy Arndt, Administrative Assistant
Brad Ellett

ELECTION OF OFFICERS FOR THE 2020 BOARD OF FINANCE

1. Carol Hesch made a motion to approve Terry Bailey as 2020 Board of Finance President. Mindie Colanese seconded the motion. Motion carried.
2. Carol Hesch made a motion to approve Adam Podell as 2020 Board of Finance Secretary. Tara White seconded the motion. Motion carried.

REPORT ON INVESTMENTS

PUBLIC COMMENTS

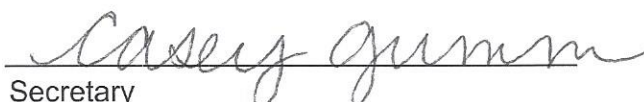
Mindie Colanese questioned whether the Library could invest some of its money. Stephanie Murphy stated that we could look at the possibility of investing after construction is completed.

ADJOURNMENT

Carol Hesch made a motion to adjourn the meeting. Casey Gumm seconded the motion. Motion carried. Meeting adjourned at 6:34 p.m.



President



Secretary